

START-UP PROGRAMME BOOKING FORM

JULY – SEPTEMBER 2010

<u>Course</u> <i>Tick box if course required</i>	JULY	Tick	AUG	Tick	SEPT	Tick
COURSES DELIVERED IN GREENWICH						
Starter Session (morning session 9:30 – 12:30)	-----		11 th		-----	
Barclays Lets Talk Starting In Business (morning session 9:30 – 12:30)	13 th		-----		14 th	
First Steps in Starting an Online Business (morning session 9:30 – 12:30)	21 st		9 th		15 th	
<i>MUST HAVE ATTENDED STARTER SESSION BEFORE BOOKING ONTO THE BUSINESS PLANNING WORKSHOP, INTRO TO MARKETING & ACCOUNTING FOR SMALL BUSINESSES.</i>						
Business Planning Workshop – Part 1 (half day 9:30 – 12:30)	26 th		18 th		22 nd	
Business Planning Workshop – Part 2 (half day 9:30 – 12:30)	28 th		24 th		28 th	
Intro to Marketing (afternoon session 1:30 – 4.30)	26th FULL		18 th		22 nd	
Accounting for Small Businesses (morning session 9:30 – 12:30)	-----		3rd FULL		30 th	
Introductory Sales Skills (afternoon session 1:30 – 4:30)	28 th		24 th		28 th	
COURSES DELIVERED IN LEWISHAM						
Starter Session (afternoon session 1:30 – 3:30)	-----		13 th		3 rd Or 24 th	
Barclays Lets Talk Business Ideas (afternoon session 1:30 – 3:30)	9 th		-----		-----	
Barclays Lets Talk Starting in Business (afternoon session 1:30 – 3:30)	23 rd		27 th		-----	
<i>MUST HAVE ATTENDED STARTER SESSION BEFORE BOOKING ONTO THE BUSINESS PLANNING WORKSHOP & SALES SKILLS</i>						
Business Planning Workshop (1 day 9:30 – 3:30)	2 nd Or 30 th		13 th Or 27 th		10 th Or 24 th	

ALL COURSES ARE FREE OF CHARGE

As spaces are in high demand, please notify us as soon as possible if you are unable to attend any course you book.
Course timings and dates are subject to change.



SOUTH EAST ENTERPRISE
Course Booking Form

YOU CAN BOOK YOUR COURSE(S) BY EMAIL, PHONE OR POST

NAME:	
ADDRESS:	
BOROUGH:	
EMAIL: (Please write clearly as this will be our main form of communication)	
TELEPHONE:	MOBILE:
IF YOU ARE REGISTERED UNEMPLOYED COULD YOU PLEASE WRITE DOWN HOW LONG YOU HAVE BEEN UNEMPLOYED AND WHICH JOB CENTRE YOU ATTEND?	
BUSINESS NAME: (If applicable)	
DATE STARTED TRADING:	
BUSINESS TYPE:	
WHERE DID YOU HEAR ABOUT US:	
IN RECEIPT OF OTHER HELP: (who from):	
SPECIAL REQUIREMENTS: (e.g. Do you have a disability that requires special consideration)	
SIGNED:	DATE:

If you prefer to apply by post, please complete the attached form showing what course(s) you would like to book and return. On receipt of this form we will confirm your place(s). Please return to South East Enterprise, 26 Burney Street, Greenwich, SE10 8EX. Alternatively you may book by telephone: 020 8305 2222 fax: 020 8858 7010 or Email info@seenterprise.co.uk



In accordance with the Data Protection Act 1998, all information will be treated in strictest confidence. However, any statistical information recorded may be passed on to the relevant Government departments for statistical, administration and monitoring purposes. If you have any cause for complaint, please write, in confidence, to the Director, South East Enterprise at 26 Burney Street, Greenwich, London, SE10 8EX.