

## BUSINESS GROWTH IN A CHANGING ECONOMY

### TRAINING COURSE PROGRAMME

Summer Workshops & Autumn Programme 2008



#### Business Consultancy

We can offer one to one consultancy sessions to help you in a range of business areas including finance, marketing, legal issues.

In addition we can offer e-business support in areas such as:

Analysing who is visiting your website and customer behaviour

Planning your e-business strategy, for those who are planning to brief a designer or get started online.

#### FURTHER DETAILS

Further details of each course can be seen on [www.seenterprise.co.uk](http://www.seenterprise.co.uk) or in the booking form which can be downloaded from the website. Information packs and booking forms can be sent in the post - telephone Joanne Brien or Bridget White on

**020 8305 2222**

#### South East Enterprise

26 Burney Street,  
London SE10 8EX  
020 8305 2222 (tel)  
020 8858 7010 (fax)

[www.seenterprise.co.uk](http://www.seenterprise.co.uk)

email [info@seenterprise.co.uk](mailto:info@seenterprise.co.uk)

[www.greenwichgateway.com](http://www.greenwichgateway.com)

(online business directory)

#### FREE START-UP WORKSHOPS:

##### 2 NEW WORKSHOPS TO HELP WOMEN EXPLORE IDEAS FOR STARTING AN ONLINE BUSINESS:

Starting a Business at 50+ *NEW*

Mums in e-Business *NEW*

#### Our other successful start-up workshops include:

First Steps in Starting an Online Business

Franchising *NEW*

Business Planning

Introduction to Finance

Marketing

Small Business Accounts

#### SHORT COURSES FOR BUSINESSES:

FREE to businesses in Lewisham and Greenwich.

Available to others at a fee of £75 per day or £40 per half day (exc VAT)

##### Developing your Business Systems

Data Management using Excel Spreadsheets (1 day)

Creating a Customer Database with Access (1 day) *NEW*

Computerised Accounts with Quickbooks (1 day)

##### Building an Online Presence

Creating an Effective Website (2 days)

(ideal for those looking to develop their first website)

Introduction to Dreamweaver (2 days)

##### Selling Online

Selling Online & Taking Online Payments (1 day)

##### Communicating on and off line

Creating Publicity Materials with Publisher (1 day)

The Power of Good PR for your Business (1 day) *NEW*

Promoting your Business with Images – Photoshop Elements (1 day) *NEW*

##### Internet Marketing

Preparing email client lists for an email campaign (half day)

Effective Online Marketing (half day)

*Our courses and services are funded by: Lewisham Council and Lewisham Business Advisory Service, London Development Agency, Greenwich Council*