

Spring Master Class Series Booking Form

PLEASE COMPLETE **ALL** SECTIONS TO ENSURE BOOKING

Business Details			
Business Name (if any)			
Business Address			
Postcode		Borough	
Phone No.		Date Business Started Trading	
Nature of Business. Please give a short description			

SPECIAL REQUIREMENTS: (e.g. Do you have a disability that requires special consideration)

Attendee Details	
Name of person attending course	Position in business
Mobile number	E-mail address (please print clearly)

Signed..... Date.....

Master Classes FREE for all business enrolled on the Business Growth Programme.
£50 deposit for each master class is required, your cheque refundable on your attendance.

Cheque enclosed for £ payable to South East Enterprise. In the unfortunate event that you cancel your place or are unable to attend a master class we are unable to refund your deposit unless we can fill the place from our waiting list.

Please complete the attached form ticking the courses you wish to attend, and return to **South East Enterprise at 26 Burney Street, Greenwich, London SE10 8EX.** We will confirm by e-mail where an e-mail address is provided.

Please tick if you would like to receive a copy of our e-mail newsletter.

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

How did you find out about our support (please tick)				
Bank	Accountant	SE Enterprise contact	Local Authority	Business Link
Chamber	Internet	Advertising / PR	Word of Mouth	Other

Winter Master Class Series Booking Form

Name of applicant

WINTER MASTER CLASS SERIES	Course <i>Tick box if course required</i>	✓
<p><u>Sales - Creating and Capturing New Business Opportunities</u> This workshop will help Senior managers and owners access new customers; create new sales opportunities and develop new pricing techniques for profitability. It will introduce low cost approaches to market research and help you power your marketing through effective marketing plans. Participants will also benefit from:</p> <ul style="list-style-type: none"> ▪ Personal action plans to capture new business ▪ Practical guides with key tips on effective marketing and customer communication ▪ One-to-one follow up consultancy support and practical business coaching 	<p>Mon 12th Apr 9.30 – 4.30</p>	
<p><u>Finance - How to Grow a Sustainable and Sound Business</u> Businesses often face cash management difficulties during periods of growth and expansion. This master class will equip senior managers and business owners with the financial skills and confidence to lead business planning processes and oversee the work of accountants and book-keepers. This highly practical workshop will use live business case studies and you will be encouraged to work on real life problems affecting your businesses. Participants will also benefit from:</p> <ul style="list-style-type: none"> ▪ Tools to help evaluate your business's financial readiness for growth ▪ Practical guides with templates and key tips on financial management ▪ One-to-one follow up consultancy support and practical business coaching 	<p>Mon 19th Apr 9.30 – 4.30</p>	
<p><u>Organisation – Managing Change for Business Growth</u> In the current business environment, different skills are needed for successful teams to deliver business growth. This master class will help senior managers identify and remove the crucial barriers to business growth that are constraining their business. Participants will be shown how to increase the effectiveness of communication channels as a tool for managing change and will benefit from:</p> <ul style="list-style-type: none"> ▪ Personal action to increase business focus on growth objectives ▪ Practical guide:- <i>101 Tips for Managing Change</i> for business success ▪ One-to-one follow up consultancy support and practical business coaching 	<p>Mon 10th May 9.30 – 4.30</p>	
<p><u>People – How to Create Successful Teams to Grow a Profitable Business</u> As small businesses expand and grow, Business Owners and their HR Managers require effective systems to build high performance teams to engage effectively with customers. This master class will provide senior managers with practical skills and strategies to get the best out of their teams, to manage conflict and improve customer relations: Participants will also benefit from:</p> <ul style="list-style-type: none"> ▪ Personal action plans to get the best out of your teams and build resilient teams who deliver business growth. ▪ Practical guide: <i>Essentials for team motivation and confidence building</i> ▪ One-to-one follow up consultancy support and practical business coaching 	<p>Mon 17th May 9.30 – 4.30</p>	



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