

BUSINESS GROWTH IN A CHANGING ECONOMY

WORKSHOP PROGRAMME

Autumn Programme 2008



TENDERING AND PROCUREMENT

We are now working closely with our clients across Greenwich and Lewisham to ensure registration into supply chain databases such as **East London Business Place** (for Thames Gateway) and **Compete 4** (for Olympic Procurement). To ensure your business is registered contact us today and one of our supplier development team will assist you to register.

Our advisers can help your business to compete for contracts and build sales so call us today.

FURTHER DETAILS

Further details of each course can be found on the booking form which can be downloaded from our website.

www.seenterprise.co.uk

Information packs and booking forms can be sent in the post - telephone Joanne Brien or Bridget White on:

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South East Enterprise

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SHORT COURSES FREE TO BUSINESSES IN LEWISHAM OR GREENWICH

We provide quality training, delivered locally to help meet your training needs.

New Workshops in Public Relations, Working With Digital Images, Writing Winning Tenders, Equal Opportunities Policy and Environmental Awareness.

WORKSHOP PROGRAMME

FREE to businesses in Lewisham and Greenwich.
Available to other businesses at a fee of £75 per day (exc VAT)
or £40 per half day (exc VAT)

Marketing

The Power of Good PR for your Business (1 day) **NEW**
Introduction to Marketing (half day)
Effective Online Marketing (half day)
Introductory Sales Skills (half day)

IT/E-Business

Data Management using Excel Spreadsheets (1 day)
Creating an Effective Website (2 days)
(Ideal for those looking to develop their first website)
Introduction to Dreamweaver (2 days)
Selling Online & Taking Online Payments (1 day)
Promoting your Business with Images – Photoshop Elements (1 day) **NEW**
First Steps in Starting an Online Business (half day)
(For new businesses or businesses developing web strategy)

Finance

Computerised Accounts with Quickbooks (1 day)
Accounting for Small Businesses (half day)

Tendering and Procurement

Tendering and Procurement Awareness Workshop (half day)
(Ideal for those seeking to supply public sector or large organisations)
Writing Winning Tenders (half day) **NEW**
Equal Opportunities Policy workshop (half day) **NEW**
Environmental Awareness in your business (half day) **NEW**

Our courses and services are funded by: London Borough of Lewisham, London Borough of Greenwich (Greenwich Local Labour and Business) and the London Development Agency