

starting a business

in and around
West Yorkshire

January-March 2010



FOR **FREE** EXPERT BUSINESS ADVICE

THINK BUSINESS LINK

contents

This is a flexible programme of workshops designed to equip you with the skills that are essential for starting and running a business. Business Link Yorkshire provides practical support, information and objective advice to help small to medium sized businesses start, grow and prosper.

These workshops aim to support owners of new businesses and individuals who are just starting up, and will help them progress towards their individual business goals.

Each workshop is practically focussed and delivered by presenters with specialist knowledge of each topic, who understand the issues faced by new businesses.

You will be fully supported throughout the programme and will have access to expertise from others with extensive experience of starting and running a business.

The workshops are being held in various locations across Yorkshire and the Humber, if you do not see the location of your preference please contact us to find out where other workshops are running.

Featured businesses

The Fruity Kitchen

www.thefruitykitchen.co.uk

Kingsway Kiosks

07764 581 328

Business Ideas	5
Exploring Self Employment	5
Buying a Franchise	7
Getting Ready for Business	7
Starting a Business Course	8
Producing Your Business Plan	9
Marketing Your New Business	9
Financial Forecasting	9
Practical Selling Skills	9
How to... set up and run a business from home	10
How to... set up and run a business when you have been out of the job market	10
How to... balance a busy home life with running a business	12
How to... set up and run a business after redundancy	12
How to... set up and run a retail business	13
How to... set up and run a family business	13
Booking form	15

Important Booking Information

All Business Link Yorkshire workshops and seminars are free of charge to pre-booked attending customers. As places are usually limited, please note we reserve the right to charge £20 + VAT for places booked and not taken as well as for attendees who join an event without booking.

Dates and times are correct at the time of going to print.

Copyright © 2010

Material in this brochure, including text and images, is protected by copyright. It may not be copied or reproduced for any commercial purpose without prior written consent of the copyright holder(s) which include Business Link Yorkshire and respective presenters and agencies. For further information, contact in writing;

The Marketing Department, Business Link Yorkshire, 1 Capitol Court, Capitol Business Park, Dodworth, Barnsley S75 3TZ.



Thinking of **starting a business?**

If you are thinking of starting a business, these workshops are practically focussed and feature a mix of formal presentations; practical exercises, case studies and delegate discussion.

Whether you have an idea and are ready to take the plunge or you don't know what you would like to do but know you want to be your own boss, Business Link have a workshop that can help.

We realise that you may already possess many of the skills needed to run a business, which is why you could pick and choose any of the workshops that are right for you. However, those who have little or no business experience will benefit most from attending the Exploring Self Employment workshop followed by our Starting A Business Course.

We've created the Starting A Business Course with the intention of covering all of the aspects involved in building a successful business; from producing your business plan and marketing your new business to understanding business finances and selling your products or services.

For those who are already running a business, we have a range of seminars and workshops to help save valuable time and effort and to increase competitiveness and profitability – please contact us for this events guide if you have already started your business.

To find a local event or for a full event description, please use the search function on the website at:

www.businesslinkyorkshire.co.uk/events
or call 08456 048 048

For more information and to book any event

08456 048 048



When Julia Colebatch and her colleagues faced redundancy in 2008 she felt that there must be some way that she could keep on doing a job that she loved – and so The Fruity Kitchen was born!

Whilst she had a great deal of knowledge and experience from working in the catering and preserves field, Julia lacked confidence due to limited understanding of general business and specific food industry practice. Julia's husband Richard stepped in to offer support based on his existing managerial experience, but a knowledge-gap still existed. This led them to contact Business Link Yorkshire for advice.

Richard initially met with Business Link in April 2008 to express the ambitions and concerns they all had for The Fruity Kitchen, and to find out how they could go about bridging the knowledge-gap. Before long the whole team was meeting regularly with their Business Link adviser and they have continued to do so since.

Julia personally found the support they received from Business Link greatly reassuring: "I didn't initially know much about Business Link, but I found Business Link approachable, down to earth and human from day one, and I couldn't believe how easy they were to deal with and the scope of support they could offer."

Business Ideas

If you don't yet have an idea, but you think you want to give being your own boss a shot, then this workshop is for you. This practical half-day workshop will give you a range of proven techniques and approaches to generate ideas for your new business. You will leave feeling inspired and full of entrepreneurial spirit!

DATE	TOWN	VENUE	TIME
Tue 26 January	Wakefield	Holiday Inn Leeds-Wakefield M1, J40, Queens Drive, Ossett, Wakefield, WF5 9BE	1.30pm - 4.30pm
Wed 10 February	Bradford	Great Victoria Hotel, Bridge Street, Bradford, BD1 1JX	6.00pm - 9.00pm
Wed 17 February	Bradford	Gumption Centre, Glydegate, Bradford, BD5 0BQ	6.00pm - 9.00pm
Tue 23 February	Bradford	City Training Services, 39/41 Chapel Street, Little Germany, Bradford, BD1 5AH	9.30am - 12.30pm
Thur 25 February	Huddersfield	Waterfront Conference Centre, ESTL, Folly Hall Mills, Waterfront Quarter, Chapel Hill, Huddersfield, HD1 3LS	9.30am - 12.30pm
Tue 16 March	Leeds	Shine, Harehills Road, Harehills, Leeds, LS8 5HS	1.30pm - 4.30pm
Thur 25 March	Leeds	Leeds Chamber of Commerce, White Rose House, 28a York Place, Leeds, LS1 2EZ	9.30am - 12.30pm

Exploring Self Employment

This workshop is for anyone who is thinking about starting their own business or becoming self employed. It is designed to explore what it means to start a business, giving budding entrepreneurs all the next-step information needed and will also provide an opportunity to network with other like-minded people in your area.

This workshop includes opportunities to explore why you want to set up your own business and whether you have got what it takes to do so. The event provides an insight into why some businesses fail and the pitfalls you need to avoid. We will then cover the basic principals of setting up and running a business, what finances you need to consider, where you will find your customers, what records you need to keep and last but not least what the legalities that you need to cover are.

DATE	TOWN	VENUE	TIME
Mon 11 January	Wakefield	Campitor, Doncaster Road, Belle Vue, Wakefield, WF1 5HL	9.30am - 12.30pm
Tue 12 January	Bradford	Bradford Business Chamber, Devere House, Vicar Lane, Little Germany, Bradford, BD1 5AH	6.00pm - 9.00pm
Wed 13 January	Leeds	Carwood Park, Selby Road, Leeds, LS15 4LG	1.30pm - 4.30pm
Mon 18 January	Wakefield	Campitor, Doncaster Road, Belle Vue, Wakefield, WF1 5HL	6.00pm - 9.00pm
Tue 19 January	Leeds	Carwood Park, Selby Road, Leeds, LS15 4LG	6.00pm - 9.00pm
Fri 22 January	Bradford	Bradford Business Chamber, Devere House, Vicar Lane, Little Germany, Bradford, BD1 5AH	9.30am - 12.30pm
Fri 29 January	Leeds	West One, Wellington Street, Leeds, LS1 1BA	9.30am - 12.30pm
Thur 4 February	Halifax	The White Swan, Princess Street, Halifax, HX1 1TS	6.00pm - 9.00pm
Mon 8 February	Leeds	West One, Wellington Street, Leeds, LS1 1BA	9.30am - 12.30pm
Wed 10 February	Halifax	The White Swan, Princess Street, Halifax, HX1 1TS	9.30am - 12.30pm
Thur 11 February	Huddersfield	Textile Centre of Excellence, Textile House, Red Doles Lane, Huddersfield, HD2 1YF	9.30am - 12.30pm
Thur 18 February	Huddersfield	Textile Centre of Excellence, Textile House, Red Doles Lane, Huddersfield, HD2 1YF	9.30am - 12.30pm
Wed 3 March	Leeds	Shine, Harehills Road, Harehills, Leeds, LS8 5HS	9.30am - 12.30pm
Tue 9 March	Bradford	The Lighthouse Group, Trevor Foster Way, Bradford, BD5 8HH	6.00pm - 9.00pm
Wed 10 March	Leeds	Shine, Harehills Road, Harehills, Leeds, LS8 5HS	6.00pm - 9.00pm
Mon 15 March	Bradford	The Lighthouse Group, Trevor Foster Way, Bradford, BD5 8HH	9.30am - 12.30pm

For more information and to book any event

08456 048 048



A chance meeting in a car park helped Kingsway Kiosks, a café located on Cleethorpes seafront, accelerate its plans for business growth.

Leaving an event jointly run by the North and North East Lincolnshire tourism team, the owner of Kingsway Kiosks, Andy McClusky, found himself in conversation with a Business Link Yorkshire adviser.

It turned out to be a fortuitous encounter, Andy had a clear vision of where he wanted to take his business but needed help to get there. A more formal meeting was arranged to discuss how Business Link could assist Andy with his future plans.

By providing regular entertainment, Kingsway Kiosks was gradually growing its customer base, however Andy had more ambitious plans to develop his business.

“Until this chance meeting, I hadn’t considered approaching Business Link for one-to-one help. Yet having the opportunity to sit down and bounce ideas around with someone was extremely useful,” he added.

Buying a Franchise

For those looking to set up a business and want to decide if a franchise opportunity is right for them, this workshop will have informative content and will involve participants in exercises and discussion leading to the development of a personal SWOT analysis and action plan.

DATE	TOWN	VENUE	TIME
Tue 16 February	Leeds	Carwood Park, Selby Road, Leeds, LS15 4LG	6.00pm - 9.00pm

Getting Ready for Business

Joint workshop by
Business Link Yorkshire and HMRC



The first part of this workshop explores what support is available from Business Link Yorkshire and provides some tips and guidance that will help you to develop your idea and turn it into a business or help you to consolidate your business particularly in the early stages.

In the second part of this workshop, HMRC advisers examine the legal and regulatory issues that you will have to address in terms of business structure, taxation, National Insurance contributions and VAT requirements. They provide information and advice, hints and tips, to help you understand these issues before you start or in the early stages of your business.

This workshop gives you a detailed overview of the advice and support available from Business Link Yorkshire and HMRC for pre-start and start-up businesses.

Who should attend?

All potential or new business owners, particularly the self-employed. People with an idea for a new business who want to identify and understand the issues and pitfalls that they may face and how to deal with them before they occur. New or established sole traders and those self-employed who have little or no experience of business start up issues and legal or taxation requirements.

Please note that this workshop is not suitable for those intending to form limited companies.

DATE	TOWN	VENUE	TIME
Thur 4 February	Leeds	Carwood Park, Selby Road, Leeds, LS15 4LG	9.30am - 12.30pm
Wed 17 March	Halifax	The White Swan, Princess Street, Halifax, HX1 1TS	1.30pm - 4.30pm

To find a local event or for a full event description, please use the search function on the website at:
www.businesslinkyorkshire.co.uk/events
or call 08456 048 048

For more information and to book any event **08456 048 048**

Starting a Business Course

If you are thinking of starting a business, we've designed our 'Starting A Business Course' especially for you

The course consists of four modules which have been packaged together to provide you with the most relevant information and guidance, ensuring that your business has the best chance of success. Each of the modules are practically focussed and feature a mix of formal presentations, practical exercises, case studies and delegate discussion. For your convenience, we have tried to ensure that one venue will host each module in sequence in order for you to gain most benefit from the course. We encourage you to attend the whole course and in the suggested order, however if this is not practical please complete the course in the way that best suits your needs.

MODULE	DATE	TOWN	VENUE	TIME
Module 1	Mon 25 Jan	Wakefield	Campitor, Doncaster Road, Belle Vue, Wakefield, WF1 5HL	9.30am - 12.30pm
Module 2	Mon 25 Jan	Wakefield	Campitor, Doncaster Road, Belle Vue, Wakefield, WF1 5HL	1.30pm - 4.30pm
Module 3	Mon 1 Feb	Wakefield	Campitor, Doncaster Road, Belle Vue, Wakefield, WF1 5HL	9.30am - 12.30pm
Module 4	Mon 1 Feb	Wakefield	Campitor, Doncaster Road, Belle Vue, Wakefield, WF1 5HL	1.30pm - 4.30pm
Module 1	Wed 27 Jan	Leeds	Carwood Park, Selby Road, Leeds, LS15 4LG	1.30pm - 4.30pm
Module 2	Wed 27 Jan	Leeds	Carwood Park, Selby Road, Leeds, LS15 4LG	6.00pm - 9.00pm
Module 3	Wed 3 Feb	Leeds	Carwood Park, Selby Road, Leeds, LS15 4LG	1.30pm - 4.30pm
Module 4	Wed 3 Feb	Leeds	Carwood Park, Selby Road, Leeds, LS15 4LG	6.00pm - 9.00pm
Module 1	Tue 2 Feb	Bradford	Bradford Business Chamber, Devere House, Vicar Lane, Little Germany, Bradford, BD1 5AH	6.00pm - 9.00pm
Module 2	Tue 9 Feb	Bradford	Bradford Business Chamber, Devere House, Vicar Lane, Little Germany, Bradford, BD1 5AH	6.00pm - 9.00pm
Module 3	Tue 16 Feb	Bradford	Bradford Business Chamber, Devere House, Vicar Lane, Little Germany, Bradford, BD1 5AH	6.00pm - 9.00pm
Module 4	Tue 23 Feb	Bradford	Bradford Business Chamber, Devere House, Vicar Lane, Little Germany, Bradford, BD1 5AH	6.00pm - 9.00pm
Module 1	Mon 15 Feb	Leeds	West One, Wellington Street, Leeds, LS1 1BA	9.30am - 12.30pm
Module 2	Mon 22 Feb	Leeds	West One, Wellington Street, Leeds, LS1 1BA	9.30am - 12.30pm
Module 3	Mon 1 March	Leeds	West One, Wellington Street, Leeds, LS1 1BA	9.30am - 12.30pm
Module 4	Mon 8 March	Leeds	West One, Wellington Street, Leeds, LS1 1BA	9.30am - 12.30pm
Module 1	Thur 25 Feb	Halifax	The White Swan, Princess Street, Halifax, HX1 1TS	1.30pm - 4.30pm
Module 2	Thur 25 Feb	Halifax	The White Swan, Princess Street, Halifax, HX1 1TS	6.00pm - 9.00pm
Module 3	Thur 4 March	Halifax	The White Swan, Princess Street, Halifax, HX1 1TS	1.30pm - 4.30pm
Module 4	Thur 4 March	Halifax	The White Swan, Princess Street, Halifax, HX1 1TS	6.00pm - 9.00pm
Module 1	Wed 3 March	Huddersfield	Textile Centre of Excellence, Textile House, Red Doles Lane, Huddersfield, HD2 1YF	9.30am - 12.30pm
Module 2	Fri 5 March	Huddersfield	Textile Centre of Excellence, Textile House, Red Doles Lane, Huddersfield, HD2 1YF	9.30am - 12.30pm
Module 3	Wed 10 March	Huddersfield	Textile Centre of Excellence, Textile House, Red Doles Lane, Huddersfield, HD2 1YF	9.30am - 12.30pm
Module 4	Fri 12 March	Huddersfield	Textile Centre of Excellence, Textile House, Red Doles Lane, Huddersfield, HD2 1YF	9.30am - 12.30pm
Module 1	Tue 23 March	Bradford	The Lighthouse Group, Trevor Foster Way, Bradford, BD5 8HH	9.30am - 12.30pm
Module 2	Tue 23 March	Bradford	The Lighthouse Group, Trevor Foster Way, Bradford, BD5 8HH	1.30pm - 4.30pm
Module 3	Tue 30 March	Bradford	The Lighthouse Group, Trevor Foster Way, Bradford, BD5 8HH	9.30am - 12.30pm
Module 4	Tue 30 March	Bradford	The Lighthouse Group, Trevor Foster Way, Bradford, BD5 8HH	1.30pm - 4.30pm
Module 1	Tue 23 March	Leeds	Shine, Harehills Road, Harehills, Leeds, LS8 5HS	1.30pm - 4.30pm
Module 2	Tue 23 March	Leeds	Shine, Harehills Road, Harehills, Leeds, LS8 5HS	6.00pm - 9.00pm
Module 3	Tue 30 March	Leeds	Shine, Harehills Road, Harehills, Leeds, LS8 5HS	1.30pm - 4.30pm
Module 4	Tue 30 March	Leeds	Shine, Harehills Road, Harehills, Leeds, LS8 5HS	6.00pm - 9.00pm

Producing Your Business Plan – module 1

This module introduces the concept of business planning and the process required to produce a plan that is sound for your business idea. It details the contents of the plan and provides you with the opportunity to start preparing a business plan for your own business.

The module includes an explanation of what a business plan is and why businesses are more likely to succeed if they have one; what should you include in your business plan and where will you find the information; what do you want from the business and how do you put that message across to others, e.g. funders, customers, staff; how exactly will you market the business and find your customers; and what exactly will it cost to set up the business on a sustainable footing and where is the money coming from!

Marketing Your New Business – module 2

This module will help you understand the basics of market research and marketing, learn about your customers and the competition. You will learn what your marketing plan should include and the importance of setting targets and regular reviews of the plan.

This module includes an opportunity for you to identify the gap in the market that you hope your business will fill; why might customers want to buy from you and what might they be prepared to pay; who exactly are your customers and more importantly who is your competition – why should your customers buy from you and not from them!

Financial Forecasting – module 3

This module will help you gain an understanding of profit and loss accounts, sales and cash flow forecasting. You will learn how to forecast your personal survival income, how to calculate your break even point and more importantly how to monitor them.

This module will provide you with a good understanding of the financial issues involved in starting and running a business; a practical explanation of financial planning and an opportunity for you to begin to create your plan for your business; what are the real costs associated with setting up and running your own business; what should your pricing policy be to ensure that you are making the right amount of profit and how do you know what your liabilities will be.

Practical Selling Skills – module 4

This module provides an introduction to the sales process and demonstrates some basic selling techniques that, when implemented, can lead to increased sales through understanding how customers decide to buy. You will learn the essential skills of sales negotiation, know the different negotiating tactics and how to choose the right one for the right situation.

This module will help you understand what makes people want to buy and how you can ensure that they do buy from you; what are the questions you should ask and how do you overcome any barriers; how do you pick up on and act on any buying signals; do you understand your pricing structure and can you ensure in a bartering situation you can still make money, and last but not least, how do you ensure you close the sale!

To find a local event or for a full event description, please use the search function on the website at:

www.businesslinkyorkshire.co.uk/events
or call 08456 048 048

For more information and to book any event **08456 048 048**

How to... Workshop Programme

If you are thinking of starting a business, we offer an additional series of interactive workshops to help you

Our How to... workshops have been designed specifically to provide guidance and support, to build confidence and overcome challenges with specific topics from setting up and running a business when you have been out of the job market, through to getting the most out of running a family business.

How to... set up and run a business from home

Learn how to get the best out of setting up a home-based business

This workshop provides a clear picture of running a business from home for anyone thinking of this option. Using hands-on exercises, you'll have the opportunity to develop skills to make you more effective at running your business from home. Learning about how to motivate yourself, avoid procrastination and set goals will make sure you don't fall into common pitfalls of businesses based at home.

Who should attend?

Anyone thinking of starting up a business from home or who is currently running a business from home and wanting to learn how to make themselves more effective.

DATE	TOWN	VENUE	TIME
Thur 21 January	Leeds	Express by Holiday Inn Leeds City Centre, Cavendish Street, Kirkstall Road, Leeds, LS3 1LY	6.00pm - 9.00pm
Tue 2 February	Huddersfield	Waterfront Conference Centre, ESTL, Folly Hall Mills, Waterfront Quarter, Chapel Hill, Huddersfield, HD1 3LS	1.30pm - 4.30pm
Thur 11 February	Halifax	The White Swan, Princess Street, Halifax, HX1 1TS	1.30pm - 4.30pm
Wed 10 March	Batley	IMWS - Al Hikmah Centre, 28 Track Road, Batley, WF17 7AA	1.30pm - 4.30pm

How to... set up and run a business when you have been out of the job market

Understand how to make the transition into business when you have been unemployed

This workshop provides simple steps that you may consider taking to help with moving from unemployment into starting a business. The information includes points such as adapting to a work routine, drawing on experiences for business ideas, assessing your personal strengths and creating a support network.

Who should attend?

Anyone who is, or has been unemployed and is thinking of starting a business.

DATE	TOWN	VENUE	TIME
Thur 21 January	Leeds	Express by Holiday Inn Leeds City Centre, Cavendish Street, Kirkstall Road, Leeds, West Yorkshire, LS3 1LY	1.30pm - 4.30pm
Tue 2 February	Huddersfield	Waterfront Conference Centre, ESTL, Folly Hall Mills, Waterfront Quarter, Chapel Hill, Huddersfield, HD1 3LS	9.30am - 12.30pm
Wed 10 March	Batley	IMWS - Al Hikmah Centre, 28 Track Road, Batley, WF17 7AA	9.30am - 12.30pm
Tue 16 March	Leeds	Shine, Harehills Road, Harehills, Leeds, LS8 5HS	9.30am - 12.30pm

events@businesslinkyorkshire.co.uk www.businesslinkyorkshire.co.uk/events

ENTERPRISE SHOW 2010

Leeds Millennium Square

27-28 March

Hull City Hall

10-11 April

Sheffield Meadowhall

24-25 April

York Racecourse

8-9 May

Saturday 10am to 5pm

Sunday 10am to 4pm

FREE ENTRY

“ONE DAY

**We’ll start our own
business.”**



TheEnterpriseShows.com

We’ve got all you need to know in

ONE DAY



How to... balance a busy home life with running a business

Understand how you can run your business and manage your home life and caring responsibilities

This workshop provides information that you will find useful when thinking of starting a business if you have lost, or are about to lose your job. It will cover how to consider self employment as a viable and positive career option, adapt to being your own boss, how to create a business idea based on your skills and experience, create your support network and your next steps.

Who should attend?

Anyone who is thinking of starting a business who has care or home responsibilities and wants to hear how to create the balance.

DATE	TOWN	VENUE	TIME
Wed 13 January	Huddersfield	The Lawrence Batley Theatre, Queens Street, Huddersfield, HD1 2SP	1.30pm - 4.30pm
Tue 2 March	Leeds	University of Leeds, Bodington Hall, Otley Road, LS16 5PT	1.30pm - 4.30pm

How to... set up and run a business after redundancy

Understand the implications of starting a business if you are facing, or have been recently made redundant

This workshop provides information that you will find useful when thinking of starting a business if you have lost, or are about to lose your job. It will cover how to consider self employment as a viable and positive career option, adapt to being your own boss, how to create a business idea based on your skills and experience, create your support network and your next steps.

Who should attend?

Anyone who is thinking of starting a business who is facing, or has recently been made redundant.

DATE	TOWN	VENUE	TIME
Tue 26 January	Wakefield	Holiday Inn Leeds-Wakefield M1, J40, Queens Drive, Ossett, Wakefield, WF5 9BE	6.00pm - 9.00pm
Wed 17 February	Bradford	Gumpton Centre, Glydegate, Bradford, BD5 0BQ	1.30pm - 4.30pm
Thur 25 March	Leeds	Leeds Chamber of Commerce, White Rose House, 28a York Place, Leeds, LS1 2EZ	1.30pm - 4.30pm

How to... set up and run a retail business

Understand what retail is and how it could work for you

This workshop provides information that you will find useful when thinking of starting a retail business. It covers the advantages and disadvantages of different retail business models and how to match a business model to your product, as well as the advantages of a retail business checklist, insurance and creating a support network.

Who should attend?

Anyone who is thinking of starting a retail business.

DATE	TOWN	VENUE	TIME
Thur 14 January	Leeds	Carwood Park, Selby Road, Leeds, LS15 4LG	9.30am - 12.30pm
Wed 24 February	Bradford	Great Victoria Hotel, Bridge Street, Bradford, BD1 1JX	6.00pm - 9.00pm
Thur 18 March	Wakefield	Beam, Wakefield Public Arts, The Orangery, Back Lane, Wakefield, WF1 2TG	9.30am - 12.30pm

How to... set up and run a family business

Learn how to get the best out of running a family business

Two out of every three small businesses in the UK are family owned businesses. If you're thinking about starting up a business or are in the early stages of running a family business there are a few things to think about differently from other types of businesses.

Case studies and hands on exercises will help you to understand all the different things you need to think about when starting a family business. You will learn about the importance of boundaries, communicating effectively and dealing with challenges to make sure you get the best start possible for a successful family business.

Who should attend?

Anyone thinking of starting up a business with family members who wants the opportunity to think about the issues involved in a supportive environment.

DATE	TOWN	VENUE	TIME
Wed 13 January	Huddersfield	The Lawrence Batley Theatre, Queens Street, Huddersfield, HD1 2SP	9.30am - 12.30pm
Thur 11 February	Halifax	The White Swan, Princess Street, Halifax, HX1 1TS	9.30am - 12.30pm
Tue 2 March	Leeds	University of Leeds, Bodington Hall, Otley Road, LS16 5PT	9.30am - 12.30pm

As well as the above scheduled How to... workshops, we work with local partners to run other topics such as:

- How to... understand if I'm suited to working for myself
- How to... manage the move from employment to self employment
- How to... increase self confidence and self-belief for starting up in business
- How to... set up and run a business if you're not from the UK

Please check our events website www.businesslinkyorkshire.co.uk/events or call our Customer Information Centre on 08456 048 048 for more information or to register your interest.

For more information and to book any event

08456 048 048

COMING TO A TOWN NEAR YOU

Business advisers across Yorkshire are taking to the road in a new mobile advice centre that will make it easier for you to access face-to-face support in your local area.

On-board there are friendly, knowledgeable staff ready to help whether you are enquiring about starting a business or already running one.

The state-of-the-art unit has an Internet point where you can book a place on one of our free workshops or access essential online tools for your business.

A range of useful factsheets are available for you to take away and you can even pick up information from other business related organisations like HMRC and UK Trade and Investment.

You don't have to make an appointment and it's free to attend. To find out when the unit will be in your area visit www.businesslinkontheroad.co.uk



events@businesslinkyorkshire.co.uk www.businesslinkyorkshire.co.uk/events

BOOKING FORM



Please complete the form below to reserve your place on a workshop.

Title: Forename: Surname:

Company Name (if applicable):

Address:

Postcode:

Telephone: E-mail:

Details of Required Workshop(s)

Date	Topic	Time	Venue/Area

Book online:
www.businesslinkyorkshire.co.uk/events

Phone on:
Events Booking Services Team 08456 048 048

e-mail:
events@businesslinkyorkshire.co.uk

Fax to:
Events Booking Services Team 08456 413 444

Or by post to:
**Freepost RRXH-ZGEZ-YKUK
Business Link Yorkshire, 1 Capitol Court,
Capitol Business Park
Dodworth, BARNSELY S75 3TZ**

Important Booking Information

All Business Link Yorkshire workshops and seminars are free of charge to pre-booked attending customers.

As places are usually limited, please note we reserve the right to charge £20 + VAT for places booked and not taken as well as for attendees who join an event without booking.

Dates and times are correct at the time of going to print.

For more information and to book any event

08456 048 048



Project Part-Financed
by the European Union
European Regional
Development Fund

Supported by



The Region's
Development Agency

For more information and to book any event:
08456 048 048

events@businesslinkyorkshire.co.uk
www.businesslinkyorkshire.co.uk/events