

# Dublin Business Womens Skillnet Training Plan April - June 2008

Date	Module Title	Duration
8th April	Confidence Building Skills – Owner Managers Part 1	3.5 hrs
10th April	Confidence Building Skills Part 2	3.5 hrs
15th April	Goal Setting & Prioritising for you & your business	3.5 hrs
17th April	Time Management	3.5 hrs
22nd April	Managing your Business Finances – Part 1	3.5 hrs
24th April	Managing your Business Finances – Part 1 continued	3.5 hrs
29th April	Managing your Business Finances – Part 2	3.5 hrs
1st May	Finance & Business Banking	3.5 hrs
6th May	How to Build & Maintain Business Relationships	3.5 hrs
8th May	Influencing & Persuading Skills	3.5 hrs
13th May	Effectively Creating a Profile for you and your Business	3.5 hrs
15th May	Using the Internet to Build your Business	3.5 hrs
20th May	Techniques for Growing & Developing your Business-Part 1	3.5 hrs
22nd May	Techniques for Growing & Developing your Business-Part 2	3.5 hrs
27th May	Effective Business Communications - Owner Managers- Part 1	3.5 hrs
29th May	Effective Business Communications – Part 1 (continued)	3.5 hrs
3rd June	Networking Skills	3.5hrs
5th June	Networking Skills	3.5hrs
10th June	Introduction to Sales & Marketing – Part 1	3.5hrs
12th June	Introduction to Sales & Marketing - continued	3.5hrs
17th June	Creative Thinking Skills	3.5hrs
19th June	Motivating yourself and Others	3.5hrs

## Course Details

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|---|---|
| <input type="checkbox"/> <b>8th April</b><br>Confidence Building Skills – Owner Managers Part 1<br>3.5 hrs      | <input type="checkbox"/> <b>15th May</b><br>Using the Internet to Build your Business<br>3.5 hrs                  |
| <input type="checkbox"/> <b>10th April</b><br>Confidence Building Skills Part 2<br>3.5 hrs                      | <input type="checkbox"/> <b>20th May</b><br>Techniques for Growing & Developing your Business-Part 1<br>3.5 hrs   |
| <input type="checkbox"/> <b>15th April</b><br>Goal Setting & Prioritising for you & your business<br>3.5 hrs    | <input type="checkbox"/> <b>22nd May</b><br>Techniques for Growing & Developing your Business-Part 2<br>3.5 hrs   |
| <input type="checkbox"/> <b>17th April</b><br>Time Management<br>3.5 hrs  | <input type="checkbox"/> <b>27th May</b><br>Effective Business Communications - Owner Managers- Part 1<br>3.5 hrs |
| <input type="checkbox"/> <b>22nd April</b><br>Managing your Business Finances – Part 1<br>3.5 hrs               | <input type="checkbox"/> <b>29th May</b><br>Effective Business Communications – Part 1 (continued)<br>3.5 hrs     |
| <input type="checkbox"/> <b>24th April</b><br>Managing your Business Finances – Part 1 continued<br>3.5 hrs     | <input type="checkbox"/> <b>3rd June</b><br>Networking Skills<br>3.5 hrs  |
| <input type="checkbox"/> <b>29th April</b><br>Managing your Business Finances – Part 2<br>3.5 hrs               | <input type="checkbox"/> <b>5th June</b><br>Networking Skills<br>3.5 hrs  |
| <input type="checkbox"/> <b>1st May</b><br>Finance & Business Banking<br>3.5 hrs                                | <input type="checkbox"/> <b>10th June</b><br>Introduction to Sales & Marketing – Part 1<br>3.5 hrs                |
| <input type="checkbox"/> <b>6th May</b><br>How to Build & Maintain Business Relationships<br>3.5 hrs            | <input type="checkbox"/> <b>12th June</b><br>Introduction to Sales & Marketing - continued<br>3.5 hrs             |
| <input type="checkbox"/> <b>8th May</b><br>Influencing & Persuading Skills<br>3.5 hrs                           | <input type="checkbox"/> <b>17th June</b><br>Creative Thinking Skills<br>3.5 hrs                                  |
| <input type="checkbox"/> <b>13th May</b><br>Effectively Creating a Profile for you and your Business<br>3.5 hrs | <input type="checkbox"/> <b>19th June</b><br>Motivating yourself and Others<br>3.5 hrs                            |

## Expression of Interest Form

Please tick the box on the course that you are interested in from the list above then fill in your contact details and return this form to **DBW Skillnet** at **Bolbrook Enterprise Centre, Avonmore Road, Tallaght, Dublin 24.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_

Email: \_\_\_\_\_