



Chorley Business Events 2018

(Boost your Business Workshops are only open to businesses located in Chorley)

Friday 5th January, 9.30am to 12noon

JIGSAW Workshop

Committee Room 2, Chorley Town Hall

A half day workshop with Chorley Council's Business Adviser to discuss the key aspects of self-employment: business structure; business planning; marketing; bookkeeping; Tax/Ni/VAT; assessing risk; on-going support. Contact Chorley Council on 01257 515151 to book.

Monday 15th January, 5.30pm to 8pm

Boost your Business Workshop – Get LINKED IN or get Left Out!

Chorley Town Hall

LinkedIn is just about having your CV online, right? You couldn't be more wrong. LinkedIn has become THE social network for professionals and with an estimated 5 million UK users, the place to connect with other businesses and professionals. Why does it work? It's based on exactly the same principles we utilise in the real world, making referrals, sharing knowledge and networking. The workshop is full of advice and tips on how to get the most from your LinkedIn account and will be facilitated by Darren Jenkinson of DigiEnable. Visit Chorley Council's Eventbrite Listing to book.

Tuesday 16th January 9am to 10.30am

Apprenticeships – How to make them work for you & future-proof your business (Service Sector)

Runshaw College, Euxton Campus

If you currently work in a Service Sector (Catering, Hospitality, Hair & Beauty) this is an opportunity to discover more about the wonderful world of apprenticeships within the Service Sector alongside a bacon butty and a brew. Whether you have had apprentices before or are completely new to apprentices, Runshaw will explain how these training programmes work and give you best practice advice from the sector on how to make the most of them. You can also ask any questions on funding, eligibility, and how apprenticeships can be used to upskill existing staff.

Visit Runshaw College's Eventbrite Listing to book.

Friday 19th January, 9.30am to 12noon

JIGSAW Workshop

Committee Room 2, Chorley Town Hall

A half day workshop with Chorley Council's Business Adviser to discuss the key aspects of self-employment: business structure; business planning; marketing; bookkeeping; Tax/Ni/VAT; assessing risk; on-going support. Contact Chorley Council on 01257 515151 to book.

Wednesday 31st January 9.30am to 12non

JIGSAW Workshop

Committee Room 2, Chorley Town Hall

A half day workshop with Chorley Council's Business Adviser to discuss the key aspects of self-employment: business structure; business planning; marketing; bookkeeping; Tax/Ni/VAT; assessing risk; on-going support. Contact Chorley Council on 01257 515151 to book.

Tuesday 6th February 9am to 10.30am

Apprenticeships – How to make them work for you & future-proof your business (IT & Digital)

Runshaw College, Euxton Campus, Euxton, Chorley PR7 6AQ

If you currently work in an IT and/or Digital Industry this is an opportunity to discover more about the wonderful world of apprenticeships within this sector alongside a bacon butty and a brew. Whether you have had apprentices before or are completely new to apprentices, Runshaw will explain how these training programmes work and give you best practice advice from the sector on how to make the most of them. You can also ask any questions on funding, eligibility, and how apprenticeships can be used to upskill existing staff.

Visit Runshaw College's Eventbrite Listing to book.

Thursday 8th February, 5.30pm to 8pm

**Boost your Business Workshop – Developing Customer Relationships and Sales
Committee Room 1, Chorley Town Hall**

In this interactive workshop, Mel Jewitt of MJ Sales Support will provide points to consider when building customer relationships and how this can lead to developing sales. Mel has over 14 years in sales and management and with skills in negotiation, business planning, retail and fast moving consumer goods, you will benefit from a wealth of industry knowledge. At the workshop you will also be able to work on an annual planner to help with setting monthly and quarterly objectives. The session will include:

- Communication
- Building trust
- Understanding your market
- Marketing mix
- Ways of working
- Setting objectives

Visit Chorley Council's Eventbrite Listing to book.

Friday 16th February/Tuesday 27th February, 9.30am to 12noon

JIGSAW Workshop

Committee Room 2, Chorley Town Hall

A half day workshop with Chorley Council's Business Adviser to discuss the key aspects of self-employment: business structure; business planning; marketing; bookkeeping; Tax/Ni/VAT; assessing risk; on-going support. Contact Chorley Council on 01257 515151 to book.

Tuesday 6th March 9am to 10.30am

Apprenticeships – How to make them work for you & future-proof your business (Health & Social Care and Childcare)

Runshaw College, Euxton Campus, Euxton, Chorley PR7 6AQ

If you currently work in Health & Social Care and Childcare, this is an opportunity to discover more about the wonderful world of apprenticeships within this sector alongside a bacon butty and a brew. Whether you have had apprentices before or are completely new to apprentices, Runshaw will explain how these training programmes work and give you best practice advice from the sector on how to make the most of them. You can also ask any questions on funding, eligibility, and how apprenticeships can be used to upskill existing staff.

Visit Runshaw College's Eventbrite Listing to book.

Wednesday 21st March 5.30pm to 8pm

Boost your Business Workshop – Recruitment and Retention of Staff

Committee Room 1, Chorley Town Hall

What is more important to your business than your employees? The **right** employee does a great job, is reliable, motivated, adds value and more importantly stays with you for the long haul! The team from Grassroots HR in Croston will talk about the importance of good recruitment and how to go about it, with lots of tips, ideas and takeaways. They will also focus on retention – what works to help retain and motivate staff and what doesn't - again lots of practical advice and ideas you can implement in your own business.

Visit Chorley Council's Eventbrite Listing to book.