



ENTERPRISE WEEK

10-14 SEPTEMBER 2018

WORKSHOP TIMETABLE

Whether you need to kick-start your career, start up your own business or just need some support for your existing business, come along to one of our free workshops!

Take a look at the timetable inside of this booklet...

TAKE A LOOK AT WHAT'S ON OFFER...



MONDAY 10 SEPTEMBER

NEW HORIZON CENTRE

Enterprise launch 10am - 11am

Opening our first ever Enterprise week, we will kick-start the week with speakers from Merton Chambers of Commerce, Moat and the Council.

Helping you into employment 2pm - 4pm

Prepare your CV writing, interview skills and LinkedIn profile for the upcoming Skills and Training event on Tuesday with this bite-sized workshop.

POLLARDS STUDIOS

Makin' it in Merton 2pm - 4pm

Thinking of starting a business? Aged 18+? Then this workshop is for you! You'll be introduced to business planning, cash flow forecasting and marketing. There will also be the opportunity to get advice from one of our experienced business support advisers.

TUESDAY 11 SEPTEMBER

POLLARDS STUDIOS

Data Protection and Recruitment 11am - 1pm

This workshop will highlight some of the legal requirements in the recruitment process and share tips for good practice. It will also include information on the recently introduced new data protection regulations and how to apply them.

NEW HORIZON CENTRE

Skills and Training event 1pm - 4pm

Register with agencies and employers who are recruiting as well as accessing training. There'll be information, opportunities to ask questions, apply for jobs, or even try a mini interview on the day. Just bring along a copy of your current CV.

WEDNESDAY 12 SEPTEMBER

POLLARDS STUDIOS

Health and safety 11am - 12noon

This workshop will provide you with information about health and safety, including risk assessments, workplace welfare facilities, first aid and insurance. There will also be advice on accessing information, advice and training courses.

Support for your business start-up 12noon - 2pm

Do you need support starting a business or developing your business? Our business advisers are on hand to help. These are one to one sessions to be booked through LYST's business support manager Adenike, adenike@lyst.biz.

Dragons Den 12noon - 4pm

This workshop will offer people aged 18 to 30 the chance to win £2000 of funding to kick-start their business. You need to submit a small business plan by 3 September and be available on Wednesday 12 September to present your idea. For more information contact Adenike Malcolm from LYST at adenike@lyst.biz.

Stalls/B2B Networking 6pm - 8pm

This workshop is for local businesses to showcase their products, meet other local businesses and receive advice from our business advisers. For more information contact Adenike Malcolm from LYST at adenike@lyst.biz.



THURSDAY 13 SEPTEMBER

POLLARDS STUDIOS

Funding your new business 11am - 12.30pm

If you are in need of funding to start your own business this session will introduce you to the options available. You will find out where to go for funding, how you can access it and more.

Branding 1pm - 3pm

Award winning design company 'Innersmile' will be offering a free workshop for young people aged 18 to 30 who want to understand more about developing a successful brand.

FRIDAY 14 SEPTEMBER

POLLARDS STUDIOS

Finance - the basics 11am - 1pm

Our experienced accountant from 'Aims Accountants' will take you through good financial management ensuring you have the basic skills for your business.

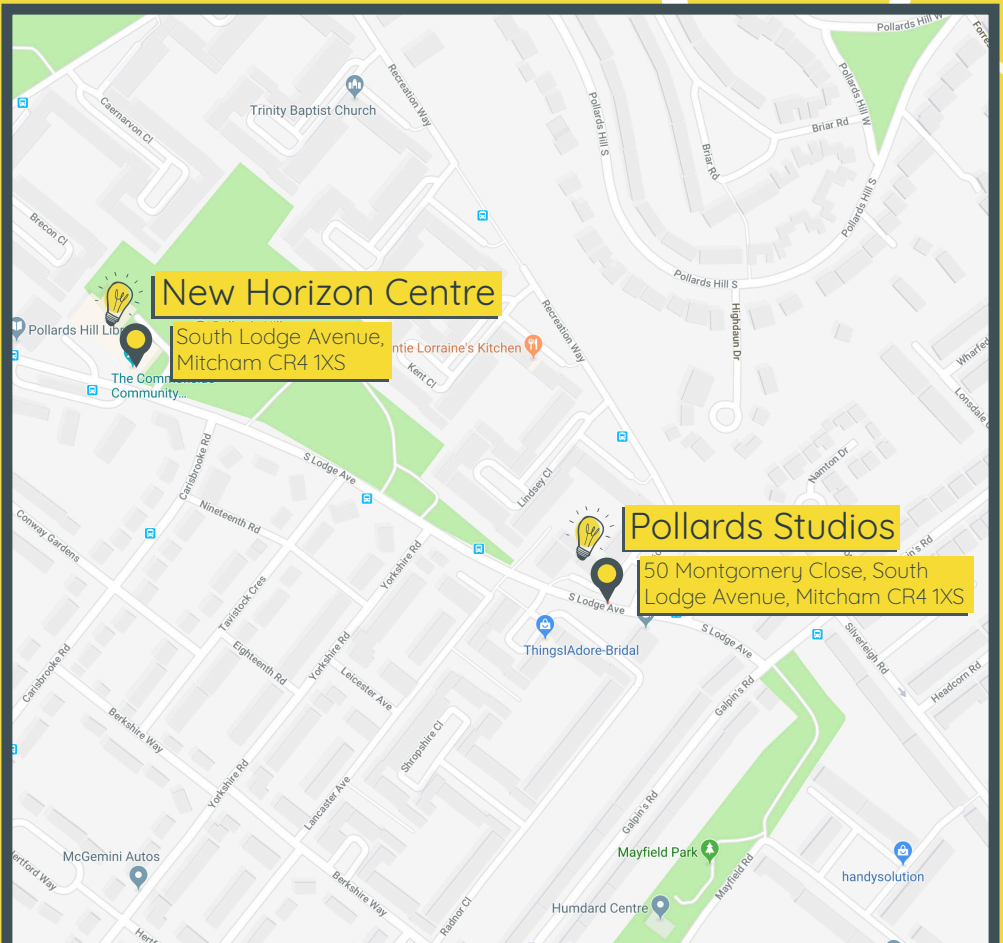
Social Media for business 1pm - 3pm

This workshop will give you an overview of social media including LinkedIn, Facebook, Twitter and Instagram and what they can do for your business. Delivered by Drew Wotherspoon from 'Fivespoons Marketing'.

HOW TO FIND US...

Don't forget, the workshops are completely free!

Just book your session by emailing leanne.corley@moat.co.uk with your name and your sessions of choice, or by calling Leanne at Moat on 0300 323 0011 (no charge).



If you would like more information about Enterprise Week or any of the workshops, just give Sharon at United Living a call on 07388 944 881.