

Start your Own Business: Fetac Level 5

Learning the basics in all aspects of starting your business and completing a business plan

*Starting 25th January every Wednesday and Thursday 6.30 – 8.30 pm until 23rd February
Starting 15th March every Wednesday and Thursday 6.30 – 8.30pm until 12th April*

Taxation

*Learning the basics to the form 11 for self employed individuals
Thursday 1st March 9.30am to 4.00pm*

Payroll

*Tuesday 6th march 9.30am to 4.00pm
Learning the basics of keeping payroll records for staff in manual format*

Bookkeeping

*Tuesday 21st February 9.30am to 4.00pm
Learning the basics of keeping book in Manual format*

TAS computerised bookkeeping

*Tuesday 24th January and Wednesday 25th January 9.30am to 4.00pm both days
Learning to use Tas computerised accounts to keep home and small business accounts*

Coaching and Motivating

*Tuesday 10th April 9.30am to 1.30pm
Learning the most effective ways of ensure effective use of employees time through motivation techniques and management theories*

Cost Control

*Learning the best way to maximise profit from your business
Tuesday 17th April 9.30am to 1.30pm*

Advertising and Promotions

*Learning Skills in marketing and promoting you and your business
Tuesday 27th march 9.30am to 1.30pm*