



Meath County Enterprise Board

BUSINESS TRAINING & SUPPORTS 2012

Helping You to Develop & Grow Your Business In 2012



In 2011

- €650,000 paid in grants
- 90 jobs created
- 400+ people on business training courses

**AVAIL OF TRAINING & GRANT AID FOR YOUR BUSINESS
PROMOTING AND SUPPORTING ENTERPRISE IN COUNTY MEATH**



A MESSAGE from TOM DOWLING, Chairman

The Meath County Enterprise Board in this brochure details the comprehensive range of courses available to people considering starting or expanding a business. You can avail of one-day seminars, short courses and management development courses.

I thank all the businesses and people who availed of the Boards services in 2011 and I will keep the full focus of the Board aimed at meeting the needs of all businesses through the Government's Job Initiatives, so that they can sustain and grow employment in the county.

BUSINESS SEMINARS & COURSES

JUMPSTART WORKSHOP

Date: Wednesday, 1st February
Venue: Meath CEB Training Room
Cost: €30.00
Time: 10.00am – 5.00pm
Duration: 1 Day
Content: *This one day workshop is designed for anyone thinking about starting a business or about to embark on a start your own business course. The workshop is designed to give budding entrepreneurs the low down on what to expect in starting a business. The practical content focuses on bringing participants up to speed on what is required when starting a business, the resources that are available to them and to identify the areas they can start working on straight away. Use of basic computer skills is required.*

TAXATION FOR BEGINNERS

Date: Wednesday 8th February
Venue: Meath CEB Training Room
Cost: €30.00
Time: 10.00am – 5.00pm
Duration: 1 Day
Content: *This seminar will address a range of taxation issues for start-up businesses. Topics covered include; basic principles of taxation, starting a business, tax compliance (payments & returns), allowances and tax relief, legal structures and cost of compliance.*

GUERRILLA MARKETING

Date: Wednesday 15th February
Venue: Meath CEB Training Room
Cost: €30.00
Time: 10.00am – 5.00pm
Duration: 1 Day
Content: *This seminar is to provide participants with an understanding of how to maximise the return on a limited marketing budget. It deals with cold calling, advertising, on-line marketing and various other methods of promoting a small business on a low budget.*



IMPROVE YOUR CASHFLOW

Date: Wednesday 29th February
Venue: Meath CEB Training Room
Cost: €30.00
Time: 10.00am – 5.00pm
Duration: 1 Day
Content: *This seminar aims to help business owners to set up systems and procedures that will enable them to keep control of their cash flow and manage it on an on-going basis, with the ultimate objective of maintaining a positive cash flow, which is critical to the survival of any business.*

EFFECTIVE BLOGGING FOR SMALL BUSINESS

Date: Wednesday 14th March
Venue: Meath CEB Training Room
Cost: €30.00
Time: 10.00am – 5.00pm
Duration: 1 Day
Content: *The aim of the seminar is to provide guidance and tips on how to produce an effective blog for your business. It will cover the basics of blogging and the decisions and strategies that you'll want to consider when setting up a blog.*

SELLING YOURSELF & YOUR BUSINESS EFFECTIVELY

Date: Wednesday 28th March
Venue: Meath CEB Training Room
Cost: €30.00
Time: 10.00am – 5.00pm
Duration: 1 Day
Content: *This workshop will provide you with advice on how to promote yourself and your business more effectively. Participants will be provided with tips and proven techniques for handling all stages of the sales cycle which will lead to increased confidence in selling.*

WEBSITE OPTIMISATION FOR SMALL BUSINESS

Date: Wednesday 18th April
Venue: Meath CEB Training Room
Cost: €30.00
Time: 10.00am – 5.00pm
Duration: 1 Day
Content: *The aim of the workshop is to help you demystify all the jargon and understand how search engine optimisation (SEO) works. How employing good SEO techniques can greatly increase the amount of traffic to your website.*

CUSTOMER SERVICE – HOW ARE YOU SERVING YOURS?

Date: Wednesday 2nd May

Venue: Meath CEB Training Room

Cost: €30.00

Time: 10.00am – 5.00pm

Duration: 1 Day

Content: This workshop will focus on the importance of good customer service in what has become an increasingly difficult business environment. It will help you to review and examine your current customer service policy. Topics such as measuring customer service performance and linking it to customer loyalty, how to engage and interact with customers in a positive manner and utilising good customer service to generate additional sales, will be addressed during the workshop.

A BEGINNERS GUIDE TO USING SOCIAL MEDIA

Date: Wednesday 9th May

Venue: Meath CEB Training Room

Cost: €30.00

Time: 10.00am – 5.00pm

Duration: 1 Day

Content: The workshop will provide you with the skills to effectively use sites such as LinkedIn, Facebook, IGO people and Twitter. You will learn how to create online profiles for you and your business and connect with existing and potential customers in a more efficient and effective way.

TIME MANAGEMENT & ASSERTIVENESS

Date: Wednesday 16th May

Venue: Meath CEB Training Room

Cost: €30.00

Time: 10.00am – 5.00pm

Duration: 1 Day

Content:

- What is assertiveness?
- Understanding and becoming aware of your own behaviour
- Assertive techniques
- Time management
- Receiving and giving feedback

Topics covered include:

- Different types of behaviour
- Two way communication
- Dealing with criticism
- Self management and personal development

ESSENTIAL EMPLOYMENT LAW

Date: Wednesday 30th May

Venue: Meath CEB Training Room

Cost: €30.00

Time: 10.00am – 5.00pm

Duration: 1 Day

Content: With so many changes taking place in the workplace today, a basic understanding of employment law is now more essential than ever before. This intensive one-day seminar delivered by a highly experienced professional in this field is designed to give participants a full understanding of the main aspects of employment law that are likely to impact upon you and your employees. Topics to include contract law, pay and conditions, redundancy and unfair dismissal.

HEALTH & SAFETY IN THE WORKPLACE

Date: Wednesday 13th June

Venue: Meath CEB Training Room

Cost: €30.00

Time: 10.00am – 5.00pm

Duration: 1 Day

Content: This course will include providing information and guidelines to setting up a Health and Safety Statement and also a set format so as to be compliant with Health and Safety Laws.

UNDERSTANDING TAXATION FOR SMALL BUSINESSES

Date: Wednesday 27th June

Venue: Meath CEB Training Room

Cost: €30.00

Time: 10.00am – 5.00pm

Duration: 1 Day

Content: This seminar will cover tax registration and compliance, VAT, PAYE, PRSI, Income and Corporation Tax. You will also cover timeliness and being pro-active to avoid unnecessary penalties and take advantage of tax planning opportunities.

CASH COLLECTION & CREDIT CONTROL

Date: Wednesday 11th July

Venue: Meath CEB Training Room

Cost: €30.00

Time: 10.00am – 5.00pm

Duration: 1 Day

Content: This seminar will help you understand the cash flow cycle and the fundamental relationship between cash flow and credit. The course deals with the implications of poor cash flow, keys to healthy cash flow and will provide you with management tools. The essential steps to effective credit control will also be covered including opening new accounts, the role of the credit controller, the debt collection process.

OCCUPATIONAL FIRST AID

Date: Wednesday 5th September

Venue: Meath CEB Training Room

Cost: €30.00

Time: 10.00am – 5.00pm

Duration: 1 Day

Content: Assessment, Accident Scene Management, Circulation, Wounds and bleeding, Respiration, Asphyxia and Introduction to Cardiopulmonary Resuscitation, CPR, Unconsciousness, Fractures, Strains, Sprains and Dislocations, Burns, Scalds, Chemicals/Poisons, Electric Shock, medical Emergencies, Crush and Spinal injuries, Casualty, Transportation, Skills and Revision & Examination



TECHNOLOGY & YOUR BUSINESS

Date: Wednesday 19th September
Venue: Meath CEB Training Room
Cost: €30.00

Time: 10.00am – 5.00pm
Duration: 1 Day

Content: This one day workshop should inform you on how to access and review / audit the technology that you use in your business. Are there more integrated IT solutions that you should be using or new technology you should be embracing in order to make your business run more efficiently and make financial savings.

SOCIAL MEDIA NETWORKING FOR SMALL BUSINESSES

Date: Wednesday 26th September
Venue: Meath CEB Training Room
Cost: €30.00

Time: 10.00am – 5.00pm
Duration: 1 Day

Content: The workshop will provide you with an introduction to some of the most popular social media channels. It will provide you with advice on how to identify money making opportunities, assist you with content creation and will address legal and ethical considerations.

SEARCH ENGINE OPTIMISATION

Date: Wednesday 3rd October
Venue: Meath CEB Training Room
Cost: €30.00

Time: 10.00am – 5.00pm
Duration: 1 Day

Content: This seminar will provide you with the required knowledge, resources and understanding to take any website to page 1 of the search engines. It will not only provide you with the skills to take care of your own websites search engine rankings but will also be able to ensure that your competitor's websites are not doing better than yours. Topics include search engine ranking, competition analysis and keyword search.

ADVERTISING YOUR BUSINESS USING GOOGLE ADWORDS

Date: Wednesday 17th October
Venue: Meath CEB Training Room
Cost: €30.00

Time: 10.00am – 5.00pm
Duration: 1 Day

Content: This workshop will enable you to develop the skills to manage your marketing challenges online using Google Adwords. It will cover the essentials of Google Adwords, why it is used so widely, the basic terminology, the different between sponsored listings and organic listings, the pay-per-click concept and Google Adwords as a direct marketing tool.

THE ART OF SUCCESSFUL TENDERING *(Including Public Sector Procurement)*

Date: Wednesday 7th November
Venue: Meath CEB Training Room
Cost: €30.00

Time: 10.00am – 5.00pm
Duration: 1 Day

Content: This workshop will help you to assess and identify opportunities and client needs and will provide tips and advice on the key elements of a competitive tender. Advice on how to use the government tendering website www.etenders.gov.ie will also be provided.

BUILDING A BRAND FOR YOUR BUSINESS

Date: Wednesday 21st November
Venue: Meath CEB Training Room
Cost: €30.00

Time: 10.00am – 5.00pm
Duration: 1 Day

Content: This workshop will address the key elements of developing a brand and why we need to use branding to differentiate our business. It aims to increase your understanding of what is involved in branding and will demonstrate how to sharpen your brand in challenging times.

Short Courses

START YOUR OWN BUSINESS (SYOB) PROGRAMME

Aimed at: Those who are considering starting a new business or those who have been in business for less than eighteen months.

Course Objective: To provide those who are considering starting a business or those who have recently set up their own business with the necessary knowledge and tools.

Topics to be covered include market research, legal issues, marketing, sales, book-keeping & taxation, people management, e-business, best practices and business planning. On completion of the course participants will have produced their own business plan.

FEBRUARY SYOB PROGRAMMES

DAY PROGRAMME

Every Thursday for 8 consecutive weeks

Start Date: Thursday, 9th February

Time: 10.00am – 4.00pm

Venue: Meath CEB Training Room
Cost: €80 Waged / €40 Unwaged

EVENING PROGRAMME

Every Wednesday & Thursday Evening for 8 consecutive weeks

Start Date: Wednesday, 8th February

Time: 6.30pm – 9.30pm

Venue: Meath CEB Training Room
Cost: €80 Waged / €40 Unwaged

APRIL SYOB PROGRAMMES

DAY PROGRAMME

Every Thursday for 8 consecutive weeks

Start Date: Thursday, 12th April

Time: 10.00am – 4.00pm

Venue: Meath CEB Training Room
Cost: €80 Waged / €40 Unwaged

EVENING PROGRAMME

Every Wednesday & Thursday Evening for 8 consecutive weeks

Start Date: Wednesday, 11th April

Time: 6.30pm – 9.30pm

Venue: Meath CEB Training Room
Cost: €80 Waged / €40 Unwaged

JUNE SYOB PROGRAMME

DAY PROGRAMME

Every Tuesday for 8 consecutive weeks

Start Date: Thursday, 14th June

Time: 10.00am – 4.00pm

Venue: Meath CEB Training Room
Cost: €80 Waged / €40 Unwaged

SEPTEMBER SYOB PROGRAMMES

DAY PROGRAMME

Every Thursday for 8 consecutive weeks

Start Date: Thursday, 6th September

Time: 10.00am – 4.00pm

Venue: Meath CEB Training Room
Cost: €80 Waged / €40 Unwaged

EVENING PROGRAMME

Every Wednesday & Thursday for 8 consecutive weeks

Start Date: Wednesday, 5th September

Time: 6.30pm – 9.30pm

Venue: Meath CEB Training Room
Cost: €80 Waged / €40 Unwaged

OCTOBER SYOB PROGRAMMES

DAY PROGRAMME

Every Tuesday for 8 consecutive weeks

Start Date: Tuesday, 16th October

Time: 10.00am – 4.00pm

Venue: Meath CEB Training Room
Cost: €80 Waged / €40 Unwaged

EVENING PROGRAMME

Every Monday and Tuesday Evening for 8 consecutive weeks

Start Date: Monday, 15th October

Time: 6.30pm – 9.30pm

Venue: Meath CEB Training Room
Cost: €80 Waged / €40 Unwaged

BASIC BOOK-KEEPING & TAXATION COURSE

SPRING PROGRAMME

Start Date: Friday, 17th February

Time: 10.00am – 1.00pm

Duration: 8 weeks

Venue: Meath CEB Training Room
Cost: €100.00

AUTUMN PROGRAMME

Start Date: Friday, 16th September

Time: 10.00am – 1.00pm

Duration: 8 weeks

Venue: Meath CEB Training Room
Cost: €100.00

Course Content: The course will provide participants with an understanding of the bookkeeping cycle and the way to keep accounts. Participants will acquire the knowledge and skills to record transactions in a manual accounts system and draw up daybooks. Participants will also be able to complete all necessary tax returns for their business.

BIG RED BOOK COMPUTERISED ACCOUNTS PROGRAMME

Dates: Tuesday 24th, Wednesday 25th April
Venue: Meath CEB Training Room
Cost: €50.00
Time: 10.00am – 5.00pm
Duration: 2 Days
Content: To provide participants with a working knowledge of the Big Red Books computerised accounts and payroll package.

SAGE INSTANT ACCOUNTS PROGRAMME

Dates: Thursday 8th, Friday 9th November
Venue: Meath CEB Training Room
Cost: €50.00
Time: 10.00am – 5.00pm
Duration: 2 Days
Content: To provide participants with a working knowledge of the SAGE Instant accounting software. This bookkeeping system is designed for the needs of start-ups, sole traders and small businesses who have limited I.T. or accounting skills.

THE SMART ENERGY PROGRAMME

Dates: Tuesday, 17th and 24th April and 1st May
Venue: Meath CEB Training Room
Cost: €30.00
Time: 2.00pm – 5.00pm
Duration: 3 x ½ Days



This course is being delivered in conjunction with the Sustainable Energy Authority of Ireland.

Aimed at: Businesses spending less than €100,000 on energy annually, where resources and time are at a premium.

- Three half day workshops over 10-12 weeks
- Structured Tasks – to help you achieve savings during the programme
- Expert phone and e-mail mentoring assistance: Participants are encouraged to ask questions between workshops to ensure savings are delivered
- Tuition in SEAI's online tools and access to best practice sheets tailored to your sector.

Workshop 1: Participants will be helped to identify where savings can be made.

Workshop 2: This workshop will focus on developing an action plan, analysing opportunities in detail, setting targets and assigning responsibility.

Workshop 3: Participants will conduct a review of activities structuring ongoing monitoring of performance and planning for continuous improvement.

MANAGEMENT DEVELOPMENT PROGRAMMES

ISO Quality Assurance Programme

Start Date: April 2012
Venue: Meath CEB Training Room
Cost: €1,000
Time: 10.00am – 5.00pm
Duration: 6 months
This is a 6 month mentoring based programme, for which, interested companies can apply to have an experienced ISO consultant appointed to your business to work alongside them for a period of up to 6 months in order to gain ISO Accreditation for the business. Included in the four mentoring sessions:

1. Initial Documentation Set-Up (e.g. QC Manual, Procedures, Work Instructions, Records etc.)
2. System Implementation & Staff Training
3. Internal Audit Program and Pre-Registration Audit (External ISO Phase 1 Audit)
4. Final ISO External Audit (with positive result), cleared for certification.

The Accelerate Programme

Start Date: Tuesday, 3rd April
Venue: Meath CEB Training Room
Cost: €250
Time: 10.00am – 5.00pm (workshops)
Duration: 6 months
Aim: The aim of this new Professional Management Development Programme is to provide you (the owner manager) with the management, leadership, knowledge and business "know-how", to achieve sustainability in your business. The programme will be delivered over a 6 month timeframe and comprises of 6 workshops and 6 mentor consultations.

The Discovery Zone

The Discovery Zone is a twelve week part-time programme designed to assist experienced professionals who find themselves at a time in their careers where they want to develop new ideas, start a new business or explore ways in which they can use their skills, experience and talents to exploit commercial opportunity.

The programme, which will be based at the Kells Enterprise Centre, aims to:

- Help participants to generate new business ideas and for to evaluate existing business ideas.
- Assist participants with the technical and commercial evaluation of their ideas.
- Enable participants to complete a feasibility study on their most viable business idea.
- Participants will be required to commit three full days per week to the programme.

Note: Attendance at the Discovery Zone will not jeopardise receipt of Social Welfare Payments.

TERMS & CONDITIONS FOR ALL COURSES AND PROGRAMMES

Early booking is recommended as courses fill up quickly. If we do not have a place available we can put you on a cancellation list. To book a course or event, simply complete the attached booking form and return it to our office with the appropriate fee. Cheques made payable to The Meath County Enterprise Board Limited. Alternatively, you can book online at www.meath.com/courses

CANCELLATION POLICY

A full refund is made for cancellations made 48 hours prior to the course commencement date. No refunds given to cancellations made on the day of the course or afterwards. Substitutions are allowed.

HOW DO WE ASSIST?

We offer clients both financial and non-financial assistance. We support micro-enterprises with less than 10 employees. We work as a partner to support you to:

- Plan your strategy and development
- Develop your management capabilities and that of your staff
- Financially support those involved in manufacturing and internationally traded services
- Financially support in certain cases, local businesses trading unique products or services
- Supports include advice, training, mentoring and grants.

BUSINESS ADVICE

This is available either from our in-house Business Adviser or Business Mentors. Individuals and businesses are welcome to contact Meath County Enterprise Board to arrange a one-to-one consultation to discuss their idea or business plan in confidence.

THE MENTOR PROGRAMME

The Mentor programme is to assist entrepreneurs and business owner/managers who require management and business advice from experienced business advisers. The advice and mentoring provided over a number of one-to-one mentoring sessions will cover areas such as finance, sales & marketing, production, distribution, quality, business strategy, business planning and human resources.

Three different mentoring programmes as follows are available:

Developmental Stage Mentoring: This is aimed at people who cannot attend a Start Your Own Business Programme due to personal or work commitments and wish to gain expert advice on how to get started. This costs €320 for 4 mentoring visits (3 hours per visit).

Crisis Mentoring: This is to assist businesses in difficulties, financial or otherwise, who can't attend a training course or seminar and who require immediate help and advice. It allows micro-enterprises (i.e. businesses employing 1-10 employees only) the opportunity to meet with a business mentor over a period of 1 ½ hours to discuss such issues as credit control and cash flow. The cost of this service is €40 per 1 ½ hours of mentoring provided at the Board's offices. Additional hours may be provided if required.

Subsidised Mentoring: This is for client businesses operating within manufacturing and internationally traded service businesses, who have been in receipt of a grant from the Board, or those who have the potential to be assisted by the Board. This costs €200 for 4 mentoring visits (3 hours per visit).

Mentors may be appointed, at the discretion of the Board, for those businesses operating in the services sector. If you are interested in please complete the on-line application form for mentor support in Application Forms on the Board's web site www.meath.com/mentoring.

NUBIE BUSINESS PLANNING TOOL

Nubie helps you to start, fund, grow and manage your business.

It is a cloud-based platform for start-ups and high performance small businesses, providing information and online tools to help you succeed and is available free of charge from our website at www.meath.com/new-business-tool.

This software guides you towards setting up your business quickly and effectively, by separating the tasks into nine easy to follow steps - think of it as online mentoring! By the time you finish Step 9, your business will be up and running!

SELECTIVE FINANCIAL ASSISTANCE

Direct financial assistance, particularly at the start-up phase is critical. The provision of grant-aid to small businesses, albeit on a selective basis, is a central plank of support of the Meath CEB.

A variety of financial supports to assist the start-up, development and expansion of small businesses in the manufacturing and services sectors (based upon eligibility criteria) as is follows:

A Priming Grant is a business start-up grant, available to micro-enterprises operating within the first 18 months of start-up.

A Business Expansion Grant is designed to assist the business in its growth phase after the initial 18 month start-up period. **Priming or Business Expansion Grants** may be available for sole-traders, partnerships or limited companies that fulfil the following criteria:

- A business employing 1 to 10 employees;
- A manufacturing or internationally traded service business;
- A domestically traded service business with the potential to trade internationally

The maximum **Priming or Business Expansion Grant** payable will normally not exceed €80,000 or 50% of eligible investment costs whichever is the lesser. 50% shall be refundable over 5 years with an initial 2 year moratorium. In exceptional circumstances grants over €80,000 and up to €150,000 may be approved and shall only apply in the case of projects that clearly demonstrate a potential to graduate to Enterprise Ireland and/or to export internationally.

Where part of the investment comprises employment, a maximum of €15,000 based on €60,000 salary per full time job created may apply, with reduced amounts for lower paid positions.

A Feasibility/Innovation Grant is designed to assist a promoter with researching market demand for a product or service and examining its sustainability. It includes assistance with innovation including specific consultancy requirements, hiring of expertise from third level colleges, private specialists, design, patent costs and prototype development.

The maximum Feasibility/Innovation Grant payable will not exceed 50% of the investment or €20,000 whichever is the lesser.

EXPORT MARKETING GRANTS

This grant can part-fund the cost of Travel & Subsistence, Trade Fair Attendance/Exhibiting, and the creation of marketing material specifically for overseas markets.

Grant Terms:

- Grant covers 50% of eligible costs (subject to a maximum of €2,000 per company)
- Applications must be made prior to any expenditure being incurred.
- Payment will be made to approved projects on receipt of proof of payment of all qualifying and approved expenses.

COMMERCIAL WEBSITE GRANTS

Meath County Enterprise Board is making available website development funding for small businesses. The grant is designed to part-fund the cost of creating or developing a commercial web presence. This grant covers 50% of eligible costs up to a Max of €1,500. (excl. VAT) as is available only for websites that have an online payment facility incorporated.

Grant Terms:

- Grant covers 50% of eligible costs up to a Max of €1,500. (excl. VAT)
- Only Third Party costs qualify i.e. cost of work you have commissioned others to do.
- All applications must be accompanied with three written quotations. If the cost of the website is less than €1,000, then one written and two verbal quotes will suffice.
- Only websites that include an e-commerce functionality (i.e. the ability to purchase products or services online) qualify for assistance.
- Expenditure incurred prior to grant approval is ineligible

Selection criteria for export marketing and commercial website grants:

- Commercialisation of the business through the Web; Export Potential; Quality of the proposal and support eligibility of the Enterprise Board.
- As the number of grants available is limited early applications are advised and the Board's decision in the matter shall be final.
- Projects eligible for support include:
 - » Businesses engaged in manufacturing
 - » Internationally traded services
 - » Innovative projects
- Those seeking financial support must already have an established business located in County Meath and have less than 10 employees.



They also must:

- be in the commercial sphere;
- be capable of attaining economic viability;
- demonstrate a market for their proposed product / service;
- have adequate overall finance available to the project;
- have the necessary management and technical skills and
- have capacity for growth and job creation.

Further details on the Export Marketing Grant and the Commercial Website Grant can be found on our website at www.meath.com/grants/. Application forms can also be downloaded from www.meath.com/applications/.

SECTORAL AGREEMENT

The Meath County Enterprise Board has a Sectoral Agreement in place with Meath Partnership (see www.meathpartnership.ie). The Enterprise Board deals with all enterprise projects involving manufacturing and internationally traded service and unique service business projects with the exception of the following sectors whose applications are dealt with by Meath Partnership:

- Craft enterprises
- Rural Tourism
- Projects promoted by Community Groups
- Exploitation and marketing of local agricultural, food, forestry and fisheries products
- Environmental measures

WOMEN IN BUSINESS INITIATIVE

Meath County Enterprise Board organises a dedicated Women in Business Initiative for women in the county who have an interest in enterprise, entrepreneurship or self-employment. Meetings are organised with an opportunity for networking with like-minded people and opportunities for the exchange of information and the benefits of insights from the guest speakers who are role models for women entrepreneurs.

This is a free service provided for business women in the county.

For information on up coming meetings, please email your name, address and mobile number to wib@meath.com.

MEATH BUSINESS NETWORK (MBN)

Meath County Enterprise Board organise and manage a business network called "Meath Business Network" for all small / medium businesses in the county which will meet 6 times per year.

There will be opportunities for networking prior to and after each network meeting, with presentations by key industry leaders on current topics of major interest to small businesses in the county.

For information on up coming meetings, please email your name, address and mobile number to mbn@meath.com and check our web site www.meath.com

Course Name(s):

Business Name: Participant Name 1:

Business Description: Participant Name 2:

Address: Business Tel:

Mobile:

Email:

Number of Employees: Website:

Signed: Date:

Print Name: Position/Title:

FOR OFFICE USE ONLY - PAYMENT RECEIVED

| | | |
|--------------|--------------------------|------------------------|
| Cheque | <input type="checkbox"/> | Receipt Number: _____ |
| Postal Order | <input type="checkbox"/> | Amount Received: _____ |
| Cash | <input type="checkbox"/> | |

Terms & Conditions

Early booking is recommended as courses fill up quickly. If we do not have a place available we can put you on a cancellation list. To book a course or event, simply complete the attached booking form and return it to our office with the appropriate fee. Cheques to be made payable to The Meath County Enterprise Board Limited. Alternatively, you can book online at www.meath.com/courses.

Note

- All programmes will be run subject to demand and budget availability
- Training schedules may be subject to change
- Places cannot be held on training programmes without payment being received in full
- Refunds cannot be made less than 3 days before the commencement date of training programme
- The Board reserves the right to alter the programme, speaker, venue or to cancel an event at it's discretion. In the event of cancellation, the Board's liability shall be restricted only to refund of fees paid

PLEASE RETURN THIS FORM WITH PAYMENT

(cheques to be made payable to 'Meath County Enterprise Board Ltd') to:

Meath County Enterprise Board, Navan Enterprise Centre, Trim Rd., Navan, Co. Meath
Tel: 046 9078400 Fax: 046 9027356 Email: mhceb@meath.com Website: www.meath.com

We acknowledge that whilst every care has been taken to ensure that advice given on these courses is correct, neither Meath County Enterprise Board Limited nor the Department of Enterprise, Trade and Innovation will accept responsibility for loss, damage, etc howsoever arising, occasioned by the implementation of such advice.



CONTACT US

If you require further information, contact:

The Meath County Enterprise Board Ltd.,
Navan Enterprise Centre,
Trim Road, Navan,
Co. Meath

Tel: 353-46-9078400 **Fax:** 353-46-9027356

Email: mhceb@meath.com **Web:** www.meath.com



**Meath County
Enterprise Board**



Irish State Structural Funds
Programme 2007 - 2013

Co-funded by the Irish Government
and the European Union



EUROPEAN UNION
STRUCTURAL FUNDS

Investing In Your Future

The Meath County Enterprise Board Ltd. is an independent company supported by the Irish Government and the European Commission under the National Development Plan 2007-2013.