

Falkirk Business Hub: Business Skills Training Courses 2018 Application Pack

Selling Skills: Turning Enquiries into Sales

Tuesday 20th February 2018

Course Fee: £85.00 + VAT



Course Overview

A highly participative event, with practical sessions, as delegates explore the different stages of the sales process and discover useful techniques to help improve conversion rates and gain new customers

Product Knowledge USPs Offer Analysis Planning
 The Approach First Impressions Establishing Needs
 Presenting Solutions Objection Handling
 Closing the Sale Delivering After Sales Service

Effective Communication: In the Workplace

Tuesday 17th April 2018

Course Fee: £85.00 + VAT



Course Overview

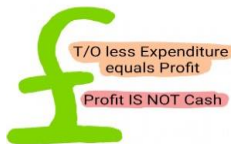
Using a combination of presentations, practical activities and discussion lead sessions delegates will learn about, and gain confidence in, communicating effectively within their teams and with suppliers or customers

Face to Face Body Language Match, Mirror & Pace
 Listening Skills Effective Questioning
 It's Only an Email Telephone Techniques
 Be Self Aware Allocation of Tasks

Business Finance: How Money Moves in Business

Tuesday 12th June 2018

Course Fee: £85.00 + VAT



Course Overview

Using an interactive case study, delegates will learn about the financial considerations when managing an organisation, and how daily transactions manifest themselves within the key financial statements

Language of Finance Financial Concepts & Principles
 Company Structure Assets & Liabilities Accruals
 Profit & Loss Account Balance Sheet
 Cash Flow Statement Cash Flow Forecasting

Planning For Growth: Strategic Planning for Business

Tuesday 18th September 2018

Course Fee: £85.00 + VAT



Course Overview

Aimed at business owners and managers, this event explores, using case studies, a range of techniques and models that have a proven track record in enabling organisations to grow within their marketplace

Business Planning Marketing Strategy
 Marketplace Analysis Advanced SWOT
 Product Development Planning
 Vision, Objectives, Strategies & Action Planning

Book Your Place Today

To book your place complete the attached application & email it to neil.middleton@timefor.co.uk
 To enquire further: email neil.middleton@timefor.co.uk or call us on 01506 841 628

Time For Bespoke Solutions Ltd
www.timefor.co.uk

Herkimer House, Mill Road Enterprise Park, Linlithgow, West Lothian, EH49 7SF

Delegates Application Pack

Falkirk Business Hub: Business Skills Training Courses 2018

'Highly participative events, enabling delegates to improve their understanding of business, and display more confidence in their working environment'

We are pleased to offer you these events, which will be delivered within [Falkirk Business Hub](#) during 2018. These courses offer a range of key learning opportunities for delegates wishing to gain a greater understanding about the subjects advertised. Our trainer is very experienced in the subjects being covered, having delivered this material many times during the past 20 years. These events will be both educational and enjoyable.

What Our Delegates Have Said

"Pitched at the right level" "Exceeded my expectations" "Excellent, clear & concise delivery"
"Stimulating, valuable & time well spent" "Made a difficult subject easy to understand"

Course Tutor: [Neil Middleton](#) (Managing Director, Time For Bespoke Solutions Ltd). Neil worked for 24 years within a FTSE100 company, after which, since 2006, he has been the managing director of two SME companies. For more information please visit his [LinkedIn profile here](#)

Course Location: Falkirk Business Hub, 45 Vicar Street, Falkirk, FK1 1LL

Timing: Each event advertised starts at 09:15hrs and ends no later than 16:30hrs

Required Experience of Delegates Attending: No prior experience of the subjects are required

Catering Provided: Light buffet lunch & refreshments (tea & coffee) during breaks

Overnight Accommodation: Not provided. An internet search in the vicinity of the postcode (FK1 1LL) should provide a good choice of B&B, guest houses and hotels in or close to Falkirk

Course Fee: £85.00 + VAT = £102.00 gross (Payable in Advance)

To book your place, please email or telephone to confirm availability, then complete this Application Form and send it to neil.middleton@timefor.co.uk. Upon receiving your application we will invoice you for the course fee as advertised. Thereafter you can make payment to us by BACS, credit card or cheque (details will be included on the invoice).

To find out more about what we do, visit our website: www.timefor.co.uk

Important Additional Notes:

- (1) If for any reason the organisers have to cancel the course or change the proposed dates, any money paid to us will be refunded in full. If, once booked, you are unable to attend, your course fee is not refundable, unless we are advised at least 10 full working days before the event is due to take place, in which case a refund of 50% can be given. In the event of you booking, but being unable to attend, we are happy for you to transfer your space to someone else without further charges applying, provided we are advised of the replacements details at least 48 hours in advance of the course taking place.
- (2) Delegate numbers have been restricted, thus ensuring that you have the opportunity for good dialogue with our presenters/facilitators and achieve the most from the event.
- (3) This event is classroom based, and therefore it is not anticipated that you will be undertaking practical activities outside.
- (4) Full details (i.e. Joining Instructions) of course location, final agenda etc. will be issued approx. 2 weeks prior to the course start date.
- (5) In the event of any queries please contact: Neil Middleton, Time For Bespoke Solutions Ltd, Herkimer House, Mill Road Enterprise Park, Linlithgow, West Lothian, EH49 7SF
Tel: 01506 841 628 / Mobile: 07877 570 590 / Email: neil.middleton@timefor.co.uk

**Falkirk Business Hub: Business Skills Courses 2018
Application/Booking Form**

Full Name			
Name of Employer (if relevant)			
Date of Birth		Sex	<input type="checkbox"/> Male / <input type="checkbox"/> Female
Address (inc postcode)			
	Postcode		
Invoicing Details (if different to above)	Purchase Order Number if applicable: Company Name: Address:		
	Postcode		
Telephone Contact Numbers	Home :	Work :	
	Mobile :		
Email Address			
	May we share this with other course delegates? <input type="checkbox"/> Yes / <input type="checkbox"/> No		
Details of Special Dietary Requirements			
Details of any medical conditions that we should be made aware of			
Which Event Are You Booking? Please insert 'YES' in the relevant box provided, with the number of places being booked in the adjacent box.	Course Title	Number of Places	
	Selling Skills (20.02.18):		
	Effective Communication (17.04.18):		
	Business Finance (12.06.18):		
	Planning for Growth (18.09.18):		
To Book Your Place email or telephone to confirm availability and then send us your completed application. To Reserve Your Place contact Neil Middleton by email or phone as follows: Email: neil.middleton@timefor.co.uk Tel: 01506 841 628 Mobile: 07877 570 590	Course Fee: £85.00 + VAT = £102.00 (inc VAT) Note: Please refer to the Important Additional Notes of this application pack. We accept payments by BACS, credit card or cheque. If you wish to pay by BACS transfer or Credit Card please let us know and we will invoice you accordingly. Cheque for £ herewith enclosed Please send me an invoice (details included above) Cheques should be made payable to: Time For Bespoke Solutions Ltd and sent to: Time For Bespoke Solutions Ltd Herkimer House Mill Road Enterprise Park Linlithgow West Lothian EH49 7SF		
Please give a brief background of any experience you have to date relating to the course subject you are attending			
Please give a brief summary of what you hope to gain from this course, including a note of the areas being covered that interest you most			