

Essential Training for Health and Safety Representatives (Stage 1)

Brief Overview

This course is approved under Section 19G of the Health and Safety in Employment Act 1992 for training health and safety representatives.

Topics include

Introduction to workplace health and safety, employee participation, good faith in practice, functions of health and safety representatives, hazard management, emergency and incident tracking, investigation and reporting.

Who should attend

- Recently elected appointed health and safety representatives
- Health and safety committee members
- Anyone with an interest in or responsibility for workplace health and safety.

Dates: Tuesday 28th February
Wednesday 29th February

Time: 10am - 4:30pm
9am - 3:30pm

Venue: ADBT Business Training Room

Presenter: Helen Mason
Canterbury Employer's Chamber of Commerce

Funded Price:

\$170
+ GST (\$195.50)

Non-funded Price:

\$570
+ GST (\$655.50)

(NZTE vouchers for up to 50% of the full price may be available)

Accelerated Business Growth

Brief Overview

Business owners understand the importance of developing plans and setting goals. Unfortunately they often fail to do this because time and energy is diverted to 'urgent' or immediate issues with day to day operations. The Accelerated Business Growth Programme addresses this by providing coaching support to assist business owners in developing creative and innovative business strategies and plans.

The workshops will cover:

Workshop 1, Business Development – Personal planning; identifying blocks to growth; setting goals and objectives; ownership structures.

Workshop 2, Sales Skills and Marketing – Market or demand; proactive marketing; identifying new markets; market research.

Workshop 3, Finance – Understanding financial statements; setting financial objectives; how to make more money; unlock the potential in your balance sheet

Who should attend

- Business Owners / Business Managers
- Development Managers
- Sales Managers
- Financial Managers

Dates: Wednesday 7th March
Wednesday 14th March
Wednesday 1st March

Time: 9am – 12noon

(one on one coaching available following course)

Venue: ADBT Business Training Room

Presenter: Craig Rust,
Business Innovators

Price:

\$700
+ GST (\$805)

(NZTE vouchers for up to 50% of the full price may be available)

Strategies to Reach Changing Markets: Workshop 1

Brief Overview

Workshop 1 of 3: From marketing planning and market research, to branding and public relations, your business must constantly adapt to changing markets. This has been highlighted in the wake of the Canterbury earthquakes. Therefore it is important to re-analyse your market taking the new conditions into consideration. These 3 workshops will enable you to learn planning techniques, gain insights into customer behaviour trends, and review how to reach your customers and make sales.

Topics covered in this workshop include:

- Marketing and Promotional Planning
- Sales Strategies

Who should attend

- Business Owners / Business Managers

Date: Thursday 15th March

Time: 9am - 12noon

Venue: Lake Tekapo

Free to attend if your trade has been effected by the Earthquakes.

Presenter: Craig Rust,
Business Innovators

Strategies to Reach Changing Markets: Workshop 2

Brief Overview

Workshop 2 of 3: Following on from workshop 1, this workshop focuses on operational strategies. Due to the Canterbury earthquakes, past experiences may no longer be relevant and the market may have changed significantly, at least in the short term. Businesses will need to change strategies to operate effectively in the new market conditions. Topics covered in this workshop include:

- Operational Planning - are you operating effectively in the current?
- H.R and internal company operations

Who should attend

- Business Owners / Business Managers

Date: Thursday 15th March

Time: 1pm - 4pm

Venue: Lake Tekapo

Free to attend if your trade has been effected by the Earthquakes.

Presenter: Craig Rust,
Business Innovators

Strategies to Reach Changing Markets: Workshop 3

Brief Overview

Workshop 3 of 3: The final workshop in this series focuses on forecasting methods and market research. As discussed in previous workshops, the Canterbury Earthquakes have changed markets considerably. Markets will need to be reanalysed with consideration of the new market conditions taken into account. Learn techniques that will help you to forecast well, taking your business forward into the future. Topics covered in this workshop include:

- Forecasting methods
- Market research tips

Who should attend

- Business Owners / Business Managers

Date: Friday 16th March

Time: 9am - 12noon

Venue: Lake Tekapo

Free to attend if your trade has been effected by the Earthquakes.

Presenter: Craig Rust,
Business Innovators

The Art of Minute Taking

Brief Overview

This workshop is designed to help minute takers understand the minute taking process and learn sound techniques for ensuring outcomes from meetings are recorded clearly and concisely.

- Tips for effective minute writing
- Determining what needs to be recorded
- Three step approach to recording discussion
- Meeting procedure - Recording Motions and Amendments
- Minute templates
- Recognise the minute style for in-committee minutes
- Effective use of an action points list
- Recognise the legal issues relating to minute taking
- Effective agenda formulation
- Recognise techniques for recording virtual meetings.
- Recognise the importance of the minute taker
- Identify the requirements of effective minutes
- Identify different types of minute styles and which is best

Who should attend

- Any staff who are currently / or maybe required in the future to record meeting minutes
- Secretarial support staff
- Community group secretaries

Date: Wednesday 21st March

Time: 2pm – 5pm

Venue: Aoraki Polytechnic

Presenter: Jillian Ireland
Aoraki Polytechnic

Member Price:

\$90
+ GST (\$103.50)

Non-member Price:

\$150
+ GST (\$172.50)

(NZTE vouchers for up to 50% of the full price may be available)

Not for Profit Discussion Group: Performance

Brief Overview

One of the biggest challenges in any business or community environment is managing your staff and discovering the secrets to getting the best performance from your team. Come along to this discussion group and discuss the following:

- Why performance management is important.
- How the culture of each organisation is reflected through the performance process.
- How to manage performance both formally and informally.
- Understanding the use of coaching and mentoring.
- Using a range of performance management tools for individuals and teams.
- Applying performance management techniques to manage poor performance plus reward and recognise good

Who should attend

- Not for Profit Managers / Chief Executives
- Not for Profit HR Managers
- Anyone in the Not for Profit sector involved in Performance Management

Date: Wednesday 28th March

Time: 10am – 12noon

Venue: Aoraki Polytechnic

Presenter: Lisa Baille
Aoraki Polytechnic

Price:

\$10
+ GST (\$11.50)

Promotional Planning and Making the Most of your Promotional Budget

Brief Overview

Successful marketing and promotional planning is critical to the success of any business. This course will cover some of the basic elements of promotional planning – including guidelines to developing marketing and promotional plans. Then it takes you further to give tips on the most effective ways to maximise your marketing and promotional budget. Rather than stressing about whether you should book the advertising opportunity that somebody has pitched to you, you'll be making decisions with ease and proudly reviewing successful campaign results.

Who should attend

- Marketing Managers
- Sales Managers
- Business Owners
- Business Manager
- Event Manager / Planner

Date: Wednesday 4th April

Time: 9am – 12noon

Presenter: Neil Edmond
*Marketing Consultant and
Presenter*

Member Price:

\$90
+ GST (\$103.50)

Non-member Price:

\$150
+ GST (\$172.50)

(NZTE vouchers for up to 50% of the full price may be available)

Developing a Financial Plan

Brief Overview

One of the main reasons for embarking into business is so that we are in control of our financial future. Planning is the key to your business success, so to ensure that your business grows successfully it is essential that you have a sound financial plan that will outline the following in detail for the next 12 months / business year:

- Forecast revenue, cost of sales and all business expenses – WHAT is the potential for profit in my business?
- Forecast your business profitability for up to 3 years – WILL my business be financially sustainable?
- Forecast cash flow requirements – CAN I pay my bills on time and have money in the bank?
- Identify what start up and/or on-going working capital you require – WHAT funds do I need to make my business work?

Who should attend

- Financial Controllers
- Business Owners

Dates: Thursday 12th April
Thursday 19th April

Time: 9am – 12noon

Venue: ADBT Business Training Room

Presenter: Mark Caldwell
*Financial Adviser, Mainland
Insurance & Mortgages*

Member Price:

\$180
+ GST (\$207.00)

Non-member Price:

\$300
+ GST (\$345.00)

(NZTE vouchers for up to 50% of the full price may be available)



Strategies to Reach Changing Markets: Workshop

Brief Overview

Workshop 1 of 3: From marketing planning and market research, to branding and public relations, your business must constantly adapt to changing markets. This has been highlighted in the wake of the Canterbury earthquakes. Therefore it is important to re-analyse your market taking the new conditions into consideration. These 3 workshops will enable you to learn planning techniques, gain insights into customer behaviour trends, and review how to reach your customers and make sales.

Topics covered in this workshop include:

- Marketing and Promotional Planning
- Sales Strategies

Who should attend

- Business Owners / Business Managers

Date: Thursday 3rd May

Time: 9am - 12noon

Venue: Geraldine

Free to attend if your trade has been effected by the Earthquakes.

Presenter: Gerard Gallagher,
Gallagher Grant

Strategies to Reach Changing Markets: Workshop 2

Brief Overview

Workshop 2 of 3: Following on from workshop 1, this workshop focuses on operational strategies. Due to the Canterbury earthquakes, past experiences may no longer be relevant and the market may have changed significantly, at least in the short term. Businesses will need to change strategies to operate effectively in the new market conditions. Topics covered in this workshop include:

- Operational Planning - are you operating effectively in the current?
- H.R and internal company operations

Who should attend

- Business Owners / Business Managers

Date: Thursday 3rd May

Time: 1pm - 4pm

Venue: Geraldine

Free to attend if your trade has been effected by the Earthquakes.

Presenter: Gerard Gallagher,
Gallagher Grant

Strategies to Reach Changing Markets: Workshop 3

Brief Overview

Workshop 3 of 3: The final workshop in this series focuses on forecasting methods and market research. As discussed in previous workshops, the Canterbury Earthquakes have changed markets considerably. Markets will need to be reanalysed with consideration of the new market conditions taken into account. Learn techniques that will help you to forecast well, taking your business forward into the future. Topics covered in this workshop include:

- Forecasting methods
- Market research tips

Who should attend

- Business Owners / Business Managers

Date: Friday 4th May

Time: 9am - 12noon

Venue: Geraldine

Free to attend if your trade has been effected by the Earthquakes.

Presenter: Gerard Gallagher,
Gallagher Grant

Online Marketing (Social Marketing)

Brief Overview

Helps determine what strategies and tactics are needed to best connect with the market through web-based technologies. This workshop will cover social media such as YouTube, Twitter, Facebook, Flickr, LinkedIn, QR (quick response) as well as covering e-commerce and the use of databases. Online marketing is all about strategy, driving customers to your website and products to grow your businesses and importantly, your bottom line.

Who should attend

- Business Owners
- Sales Managers
- Marketing Managers / Co-ordinators

Date: Tuesday 8th May

Time: 6 hours (4 hours theory, 2 hours practical)

Venue: ADBT Business Training Room

Presenter: Debbie Roberts,
Indigo Marketing

Member Price:

\$180

+ GST (\$207.00)

Non-member Price:

\$300

+ GST (\$345.00)

(NZTE vouchers for up to 50% of the full price may be available)

Essential Management and Supervision Skills

Brief Overview

This programme will give your supervisors and team leaders a set of essential skills and practical tools with which to succeed in their roles. They will learn how to get things done effectively and efficiently. Individuals will learn what it really means to be in management as a supervisor / team leader and gain the confidence to make the transition from individual team member to team leader.

Modules includes.

- Understanding Your Role
- Getting Things Done
- Handling Tricky Situations
- Developing Others to Succeed

Who should attend

- Team Leaders
- Supervisors
- Business Owners
- Management Team personnel

Dates: Monday 14th May
Tuesday 15th May

Time: 9am - 4pm

Venue: ADBT Business Training Room

Presenter: Victoria Barkway
Bold Consultancy

Member Price:

\$360


+ GST (\$414.00)

Non-member Price:

\$495

+ GST (\$569.25)

(NZTE vouchers for up to 50% of the full price may be available)



Disciplinary Process

Brief Overview

With personal grievances on the rise, do you and your managers feel confident taking disciplinary action? Failing to follow the correct procedures can result in time consuming and expensive personal grievances.

- When and how to take disciplinary action
- How to give a fair warning
- Instant dismissal vs. series of warnings
- How to conduct a thorough and fair investigation
- Suspension
- Ensuring you follow a fair process
- All other aspects of taking disciplinary action

Who should attend

- Business Owners
- HR Managers
- Team Leaders
- Supervisors

Date: Thursday 7th June

Time: 9am – 12noon

Venue: ADBT Business Training Room

Presenter: Tony Shaw
Timpany Walton

Member Price:

\$90
+ GST (\$103.50)

Non-member Price:

\$150
+ GST (\$172.50)

(NZTE vouchers for up to 50% of the full price may be available)

Costing and Pricing Your Goods and Services

Brief Overview

Workshop objectives and benefits: Having the right price for your product or service is a critical aspect to growing a profitable business. The price you charge will influence how your business is perceived in the marketplace. Knowing what to charge for your products and services is not always an easy task, but it is important to know what effect a price change will have on your business. This workshop will give you insight to the range of factors that influence the price and perceived value of your products or services.

Who should attend

- Business Owners
- Sales Manager

Date: Wednesday 20th June

Time: 9am - 12noon

Venue: ADBT Business Training Room

Presenter: Tracy Tierney
One to One Financial Management

Member Price:

\$90
+ GST (\$103.50)

Non-member Price:

\$150
+ GST (\$172.50)

(NZTE vouchers for up to 50% of the full price may be available)

Making Presentations and Public Speaking

Brief Overview

How to feel the fear and do it anyway. Instead of avoiding the possibility of having to speak to a group of people, and shrinking in the corner, come to this seminar to learn tips and tricks to overcome presentation nerves and become a confident public speaker. By breaking into workshop groups, you will have the opportunity to practice your new found skills and even embrace the chance to use technology.

Who should attend

- Business Owners
- Sales Manager / Co-ordinators
- Marketing Manager / Co-ordinators
- Management Team Members
- Anyone involved in presenting on behalf of their business

Date: Thursday 28th June

Time: 9am – 12noon

Venue: ADBT Business Training Room

Presenter: Lee King
Sport South Canterbury

Member Price:

\$90
+ GST (\$103.50)

Non-member Price:

\$150
+ GST (\$172.50)

(NZTE vouchers for up to 50% of the full price may be available)

Managing Cash in Your Business

Brief Overview

The key to make any business successful is CASH. This workshop will help you to manage cash in your business, how to prepare a cash-flow budget and look at other areas of the cash for the business. Content includes:

- How to manage and understand cash-flow – the key to business success
- An in-depth look at cash-flow budgets – how to prepare and use them
- Comparing and understanding trends
- Cash flow management
- Credit control
- Terms of Trade
- Managing stock and debtors; Reviewing overdraft and loan facilities
- Effects of discounting etc.

Who should attend

- Business Owners
- Financial Controllers

Date: Tuesday 3rd July

Time: 9am - 12noon

Venue: ADBT Business Training Room

Presenter: Mark Caldwell
Financial Adviser, Mainland Insurance & Mortgages


Member Price:

\$90
+ GST (\$103.50)

Non-member Price:

\$150
+ GST (\$172.50)

(NZTE vouchers for up to 50% of the full price may be available)



Not for Profit Discussion Group: Balancing the Books

Come along to this discussion group to talk about balance sheets and profit and loss statements and their importance in business. The aim is to help you gain a better understanding of their make-up and to aid your financial reporting to your board.

Topics of discussion include:

- The important features of a balance sheet
- The key elements of a profit and loss Statement

Who should attend

- Any Not for Profit staff member involved in financial management

Date: Thursday 5th July

Time: 9am - 11am

Venue: Aoraki Polytechnic

Price:

\$10

+ GST (\$11.50)

Presenter: Joanne Fraser,
Aoraki Polytechnic

Governance - Getting it Right

Brief Overview

This workshop focuses on developing clear board roles, processes covering all aspects of establishment, defines purpose, best practice, planning, selection, rotation, and management vs. governance. All which are essential to medium and large organisations. Also covered in this workshop:

- The key aspects of governance critical to business.
- Legal requirements of governance
- Identifying and managing conflicts of interest
- Directors legal obligations
- Understanding transparency
- The difference between governance and the role of the management team and staff.
- For the not for profit sector, setting up a governance board and its role.
- Be able to identify need and instigate development of an effective board.
- Setting up an independent board for a business.

Who should attend

- Chief Executives
- Management team members
- Board of Governance
- Chair people / members

Date: Tuesday 10th July

Time: 10am - 4pm

Venue: ADBT Business Training Room

Member Price:

\$180

+ GST (\$207.00)

Non-member Price:

\$300

+ GST (\$345.00)

Presenter: Nicola Hornsey + Guest Presenters

(NZTE vouchers for up to 50% of the full price may be available)

Professional Selling - Workshop One

Brief Overview

Develop the ability to find and qualify new customers. Learn techniques to gain their attention and interest. Plan your approach to maximise your cut through. Create credibility through conversation. Increase your resilience and create an optimistic mindset.

- Get clarity around your products' features and benefits and match them to your Customers' needs.
- Qualify new customers so that you only spend time on those that are most likely to give you a return.
- Build the relationship and understanding of your customers so that you can create the right solution.
- Identify and create your unique selling proposition and use it to construct a comprehensive and logical presentation.
- Present a solution that excites and engages your customers and encourages them to use your company rather than your competition.
- Improve your communication skills.

Who should attend

- Sales People
- Sales Manager
- Anyone selling service or product

Date: Tuesday 24th July

Time: 9am - 12noon

Venue: ADBT Business Training Room

Presenter: Anya Anderson
Redseed

Member Price:

\$90

+ GST (\$103.50)

Non-member Price:

\$150

+ GST (\$172.50)

(NZTE vouchers for up to 50% of the full price may be available)

Professional Selling - Workshop Two

Brief Overview

Understand why customers object. Learn to see objections as a positive part of the sales process and see how you can use techniques to overcome any objection, strengthen your relationship and move closer to closing. Learn when to close and how to make the deal.

- Understand what the customer is really asking when they object.
- Use techniques that overcome objections and move your customer to the close.
- Identify the common mistakes of closing and understand why they happen.
- Close with confidence and not hesitation.
- Utilise techniques to close the sale at the right time and avoid the pressured, rushed, and off putting closes that often fail.

Who should attend

- Sales People
- Sales Manager
- Anyone selling service or product

Date: Tuesday 24th July

Time: 1pm – 4pm

Venue: ADBT Business Training Room

Presenter: Anya Anderson
Redseed

Member Price:

\$90

+ GST (\$103.50)

Non-member Price:

\$150

+ GST (\$172.50)

(NZTE vouchers for up to 50% of the full price may be available)

Strategic Business Planning

Brief Overview

This workshop is designed to make you aware of the importance of strategic planning to sustain the success of your business. Identify the threats and opportunities in your marketplace, draw up short term action lists, and identify some long-term strategies for the future direction of your business.

- Understanding the risks in your business
- The value of business vision
- Setting productive goals
- SWOT analysis
- Capitalising your business's unique competitive advantage
- Developing a customised action plan to meet your targets

Who should attend

- Business Owners
- Business Managers

Date: Thursday 9th August

Time: 9am - 12noon

Venue: ADBT Business Training Room

Presenter: Craig Rust,
Business Innovators

Member Price:

\$130

+ GST (\$149.50)

Non-member Price:

\$180

+ GST (\$207.00)

(NZTE vouchers for up to 50% of the full price may be available)

Cloud Computing

Brief Overview

Many business applications exist in the cloud or cyberspace. How do we know what's available and how to use them? This workshop will cover the following:

- Cloud back-up for businesses
- On-line liaison with customers - DimDim, Tokbox, Adobe Connect, Skype, Google Latitude
- Internal business applications - Office.com, collaboration tools, Google Docs, web meetings
- On-line data storage - what's available, how to access it, pricing, security, back-up, benefits and issues

Who should attend

- Business Owners
- Webmasters
- Marketing Managers / Co-ordinators

Date: Tuesday 28th August

Time: 9am – 12noon

Venue: ADBT Business Training Room

Presenter: Ben Kepes,
Diversity

Member Price:

\$90

+ GST (\$103.50)

Non-member Price:

\$150

+ GST (\$172.50)

(NZTE vouchers for up to 50% of the full price may be available)

Achieving Business Growth Workshop

Brief Overview

The SC Chamber is delighted to be bringing to Timaru, the award winning ICEHOUSE workshop, Achieving Business Growth, in conjunction with the BNZ. The workshop is designed for owner-managers and senior leaders of New Zealand's small to medium enterprises, exporters and agri-based businesses and includes the following:-

- Business Warrant of Fitness, Profit Planning, Growth Strategies, Performance Measurement
- Marketing Issues, Analysis, Evaluation, Opportunities
- Evaluating opportunities for growth in e-Commerce
- Organisation & Management Issues including motivating people in growth businesses
- Threshold Issues; Discovering the Drivers and Enablers of Growth – a Systems Perspective : A workshop to develop a systems diagram of critical issues and key activities that need to be managed in a growth business
- Developing a Growth Statement based on Vision, Critical Issues & Key Results
- Next Steps : The Strategic Planning Flow Chart and discussion
- Developing an actual 12 month action plan

Who should attend

- \$0.5m - \$5m turnover (and upwards)
- Been in business for more than two years
- Employ staff
- Looking for the next step up in the business
- Looking to invest in themselves by upskilling

Special guest Presenter: The one and a half day workshop will be presented by Dr Leith Oliver, a Strategic Planning facilitator and lecturer on the University of Auckland MBA programme and Post Graduate Diploma courses.

Along with others from the University of Auckland Leith also heads up the course development and delivery team for the business growth programmes offered by The ICEHOUSE. His work with The ICEHOUSE includes a role as an Executive in Residence, providing mentoring guidance and disciplines to start-up residents of the ICE Accelerator business incubator. He also delivers seminars on business planning and financial management to start-up companies. His work with the incubator includes analysis and design of the incubation processes and development of the internal operating systems of the ICE Accelerator.

Date: Thursday 23rd August
Friday 24th August

Time: TBC

Venue: TBC

Presenter: Dr Leith Oliver,
*ICEHOUSE, and University of
Auckland*

Price:

\$1375

+ GST (\$1581.25)

BNZ Subsidy:

\$TBC

+ GST

(NZTE vouchers for up to 50% of the full price may be available)



Project Management

Brief Overview

Due to the high level of interest in this course in 2011, it will be offered again in October 2012. The principles that have been used to create enormous successes in large projects, can be applied to projects of any size to create amazing success. This course will give participants an overview of the project management process, as well as some of the key project management tools that they can use every day. Among the topics to be covered are:

- Perform a project needs assessment and write goals, requirements, and deliverables
- Create key project documents
- Build a project schedule by estimating time, costs, and resources
- Create project planning documents, including a schedule, risk management plan, and communication plan

Who should attend

- Business Owners / Business Managers
- Development Managers
- Anyone involved in Managing / Co-ordinating / overseeing projects

Date: Tuesday 4th September

Time: 9am - 12noon

Venue: ADBT Business Training Room

Presenter: Gerard Gallagher,
Gallagher Grant

Member Price:

\$90

+ GST (\$103.50)

Non-member Price:

\$150

+ GST (\$172.50)

(NZTE vouchers for up to 50% of the full price may be available)

Not for Profit Discussion Group: Meeting Procedures

Brief Overview

Having well run successful meetings will save you a lot of time and will help your organisation to move forward with purpose. This discussion group will cover the basics of meeting procedures and help you to run your meetings more effectively. Topics of discussion include:

- Chair or facilitator
- Motions and resolutions
- Quorums
- Ballots
- Minute taking

Who should attend

- Any Not for Profit staff member involved in running meetings

Date: Wednesday 12th September

Time: 3pm – 5pm

Venue: Aoraki Polytechnic

Presenter: Jillian Ireland
Aoraki Polytechnic

Price:

\$10

+ GST (\$11.50)

Guide to Capital Raising Workshop One – How to Find Investment

Brief Overview

This series of two workshops is designed for business owners who want to know more about seeking external investment and how to go about securing it.

Workshop 1:

- What do investors look for in your business?
- Things you must do before approaching investors
- How to prepare your business
- Documentation investors will want to see
- Calculating a valuation for your business

Who should attend

- Business Owners / Business Managers
- Business development Managers

Date: Thursday 20th September

Time: 9am - 12noon

Venue: ADBT Business Training Room

Presenter: Mark Caldwell
Financial Adviser, Mainland Insurance & Mortgages

Member Price:

\$90
+ GST (\$103.50)

Non-member Price:

\$150
+ GST (\$172.50)

(NZTE vouchers for up to 50% of the full price may be available)

Guide to Capital Raising Workshop Two – How to Find Investment

Brief Overview

Workshop 2 of this series focuses on potential investors

Workshop 2:

- Where to find investors
- Types of investors and finding the right investor for you
- Creating your investor “pitch”
- The process of closing the deal - common terms & pitfalls
- How deals are structured
- Keeping you in majority and in control
- Update on the market in NZ including Angel Group access

Who should attend

- Business Owners / Business Managers
- Business development Managers

Date: Thursday 27th September

Time: 9am - 12noon

Venue: ADBT Business Training Room

Presenter: Mark Caldwell
Financial Adviser, Mainland Insurance & Mortgages

Member Price:

\$90
+ GST (\$103.50)

Non-member Price:

\$150
+ GST (\$172.50)

(NZTE vouchers for up to 50% of the full price may be available)



Business Structures

Brief Overview

The way in which businesses are structured from the outset is critical but often not well thought out. A well structured business will give consideration for the protection of owners' personal assets, the nature of the business operations and optimise taxation advantages.

- Sole Traders, Partnerships, Limited Liability Companies, Trusts
- Choosing, using, abusing and evening losing your business structure
- Purposes and benefits of the right business structure
- Gifting succession planning; gifting issues
- Creditor protection options
- Relationship Property

Who should attend

- Business Owners / Business Managers

Date: Tuesday 4th October

Time: 9am - 11am

Venue: ADBT Business Training Room

Presenter: Ken McKenzie,
RSM Law

Member Price:

\$90

+ GST (\$103.50)

Non-member Price:

\$150

+ GST (\$172.50)

(NZTE vouchers for up to 50% of the full price may be available)

Successful Event Management

Brief Overview

This workshop will cover factors in creating a sustainable business, understanding the implications of your business choices, and what the benefits of sustainability are.

Topics include:

- Customer expectations
- Financial cost-benefits
- Reduction strategies
- Procurement selection
- Business culture

Who should attend

- Event Managers / Co-ordinators
- Office support staff
- Community group members involved in event management
- Marketing team members
- Anyone involved in organising events

Date: Tuesday 11th October

Time: 9am - 12noon

Venue: ADBT Business Training Room

Presenter: Richard Holstein,
Canterbury Employer's Chamber of Commerce

Member Price:

\$130

+ GST (\$149.50)

Non-member Price:

\$180

+ GST (\$207.00)

(NZTE vouchers for up to 50% of the full price may be available)

Sustainable Business Development

Brief Overview

This workshop will cover factors in creating a sustainable business, understanding the implications of your business choices, and what the benefits of sustainability are.

Topics include:

- Customer expectations
- Financial cost-benefits
- Reduction strategies
- Procurement selection
- Business culture

Who should attend

- Anyone in business

Date: Tuesday 6th November

Time: 9am - 12noon

Venue: ADBT Business Training Room

Presenter: Craig Rust,
Business Innovators

Member Price:

\$130

+ GST (\$149.50)

Non-member Price:

\$180

+ GST (\$207.00)

(NZTE vouchers for up to 50% of the full price may be available)

Practicalities

How to Register

There are two easy ways to register to attend any of our training

- **Email** commerce@southcanterbury.org
- **Phone** (03) 6872733

Registrations will only be confirmed upon receipt of payment of the advertised fee.

Payment may be made by cheque, cash or direct credit.

Cancellation Policy

It is important to advise us of your cancellation as, in many cases, we do have waiting lists of other members who wish to register. For this reason, we have a cancellation policy which states the following:

1. Cancellations must be advised in writing or by telephone at least three full working days prior to the date of the course or event.
2. All cancellations and refunds will incur a \$25.00 + GST administration fee to cover the costs.
3. If we do not receive a cancellation notice within three full working days prior to the course or event commencing, or if a participant fails to show on the day, full fees will be payable.
4. Requests to transfer to a later course or event can be made, subject to availability and approval. We must receive this request within three working days prior to the start of the original course or event. If the request is received after this time a \$25.00 + GST administration fee will be payable.
5. A replacement participant is welcome at any stage prior to the course or event commencing at no additional cost. Please provide us with the person's details as soon as possible.

Possible changes to dates and times

While every effort is made to adhere to the dates and times listed in this directory and in advertised material, due to the presenter availability and other factors outside our control, some courses may be subject to change. All attendees will be notified at least three days prior to the training.

Disclaimer

Please note, the information contained within this directory is accurate at the time of publication. The South Canterbury Chamber of Commerce accepts no responsibility for errors or omissions arising from any cause outside our control. Circumstances beyond the control of the South Canterbury Chamber of Commerce may necessitate changes without notice. While every effort is made to minimise the disruption or inconvenience to course participants and their employers, the South Canterbury Chamber of Commerce can accept no responsibility for consequential costs associated with such charges. The South Canterbury Chamber of Commerce reserves the right to add, reschedule or replace presenters and/or vary advertised courses, prices and venues. Should a course fail to attract minimum number of attendees, we reserve the right to cancel it.