

Course Details	
The training courses highlighted in green have been specifically designed for the members of Emerge Skillnet and their employees	
<b>The business environment</b>	
<input type="checkbox"/> Understanding the Irish business environment	1 day
<input type="checkbox"/> Understanding what is involved in running a business in Ireland	1 day
<input type="checkbox"/> Successfully managing your business in Ireland	1 day
<input type="checkbox"/> Understanding Irish business regulations	1 day
<input type="checkbox"/> Developing Ethnic business in Ireland	1 day
<input type="checkbox"/> Strategies for growth and business expansion	1 day
<input type="checkbox"/> Understanding Irish Regulations (Health & Safety, Employment law etc	1 day
<input type="checkbox"/> How to do a strategic business analysis	1 day
<input type="checkbox"/> Developing relationships/alliances with other business	1 day
<input type="checkbox"/> Achieving work/life balance	1 day

<b>Management/supervisory skills</b>	
<input type="checkbox"/> Team building	1 day
<input type="checkbox"/> Staff motivation	0.5 day
<input type="checkbox"/> Conflict resolution	0.5 day
<input type="checkbox"/> Leadership skills	0.5 day
<input type="checkbox"/> Effective business communications	1 day
<input type="checkbox"/> Business language training including writing proposals	1 day
<input type="checkbox"/> People management	1 day

<b>Financial/Accounting skills</b>	
<input type="checkbox"/> Managing your costs	1 day
<input type="checkbox"/> Credit control	1 day
<input type="checkbox"/> Financial management	1 day
<input type="checkbox"/> How to get paid	1 day

<b>Personal development</b>	
<input type="checkbox"/> Time management	1 day
<input type="checkbox"/> Self development for owner managers	1 day
<input type="checkbox"/> Creative thinking skills	0.5 day
<input type="checkbox"/> Presentation skills	0.5 day
<input type="checkbox"/> Networking skills	0.5 day

<b>IT</b>	
<input type="checkbox"/> Web development	1 day

<b>Sales/Marketing skills</b>	
<input type="checkbox"/> Negotiating skills in Ireland	1 day
<input type="checkbox"/> Understanding selling skills in Ireland	1 day
<input type="checkbox"/> Marketing your business	1 day
<input type="checkbox"/> Promoting your business through public relations	1 day
<input type="checkbox"/> Advanced sales and business development	1 day
<input type="checkbox"/> Winning, writing business proposals, bids and tenders	1 day

<b>Low Basic Skills FETAC Accredited or equivalent</b>	
<input type="checkbox"/> Basic selling skills	2 days
<input type="checkbox"/> Understanding customer service in Ireland	2 days
<input type="checkbox"/> Retail service skills	2 days
<input type="checkbox"/> Telephone skills	2 days
<input type="checkbox"/> Level 5 Work Experience No. W20008	5 days
<input type="checkbox"/> Level 5 Word Processing No.B20032	4 days
<input type="checkbox"/> Basic English Language Training	6 days

# EmergeSKILLNET

THE ETHNIC BUSINESS TRAINING NETWORK

## APPLICATION FORM:

### Company Information

Company Name

Contact Name

Position in company

Address

City

County

Phone number

Mobile

Fax number

Email

Website

Description of Business

Please tick the courses that you are interested in and return with the application form and cheque made out to Emerge Skillnet for €95.

**Emerge Skillnet will liaise with each network member business to ensure that we provide members with relevant work training programmes when, where and how it suits them and their employees.**

Noreen Keegan Kavanagh  
Network Manager  
Emerge Skillnet  
Avonmore Road  
Tallaght  
Dublin 24  
Tel: 01 4145777  
E-mail: [noreen@emergeskillnet.ie](mailto:noreen@emergeskillnet.ie)  
Web: [www.emergeskillnet.ie](http://www.emergeskillnet.ie)



The Emerge Skillnet is funded by member companies and the Training Networks Programme, an initiative of Skillnets Ltd. funded from the National Training Fund through the Department of Enterprise, Trade and Employment