

Local Enterprise Office Louth

Training Schedule 2021 / 2022

Tender for Training Courses / Workshops

The Local Enterprise Office Louth has the primary function of promoting enterprise and assisting with the development of micro-enterprises at local level. The Local Enterprise Office Supports include financial assistance (subject to eligibility), business advice, mentoring, training and business to business networking.

The provision of training supports is a fundamental part of the Enterprise Development plan and activities to support entrepreneurs in our region. The Local Enterprise Office currently provides a wide range of training opportunities for the small business manager owner, all of which are highly subsidized. These programmes equip entrepreneurs, owners and managers with the knowledge to plan, grow and sustain productivity, innovation and competitiveness. The Local Enterprise Office Louth is currently seeking tenders for Training Courses / Workshops for the period January 2021 to December 2022.

Detailed below is a list of proposed training initiatives for next 2-year period, training providers may tender for single or multiple programmes. Please refer to guidelines at the end of this document for important submission information.

Business Workshops	
Business Planning	Half Day Workshop
Marketing for Small Business	Half Day Workshop
How to Sell Successfully	Half Day Workshop
Costing & Pricing	Half Day Workshop
Business Health Check	Half Day Workshop
Ideas Generation for Self- Employment	Half Day Workshop
Data Protection for Small Business	Half Day Workshop
Customer Service for Small Business	Half Day Workshop
Time Management for Entrepreneurs	Half Day Workshop
Employment Law & HR for Small Business	Half Day Workshop
Stress Management	Half Day Workshop
Tradeshow Preparation Workshop	Half Day Workshop
Effective PR for Small Business	Half Day Workshop
Franchising	Half Day Workshop
Health & Safety Awareness Workshop	Half Day Workshop
Branding Your Business	Half Day Workshop
Business Communications	Half Day Workshop
Successful Tenders	Half Day Workshop

Financial	
Book-keeping for Small Business	Half Day Workshop
Financial Forecasting & Projections	Half Day Workshop
Filing Your Income Tax Returns	Half Day Workshop
Financing Your Start Up Business	Half Day Workshop
Introduction to VAT	Half Day Workshop
Computerised Accounts for Micro Businesses	Half Day / Full Day
Book-keeping using Excel	Half Day Workshop
Debt Collection / Credit Control	Half Day Workshop

Social Media / Web / Digital Workshops	
Social Media for Small Business	Half Day / Full Day
Twitter for Business (Beginner/Intermediate level)	Half Day Workshop
Twitter (Advanced Level)	Half Day Workshop
Advanced Facebook	Half Day Workshop
Email Marketing using Mailchimp	Half Day Workshop
Instagram for Beginners	Half Day Workshop
Website design using Wordpress	Half Day Workshop
Creating an Online Business	Full Day Workshop
Digital Marketing Strategy	Half Day Workshop
Marketing & Promotional Videos on a Budget	1 – 2 Full Days
Online Business Video Optimisation	Half Day Workshop
Search Engine Optimisation	Half Day Workshop
Succession Planning for Family Business	Half Day Workshop
Business Blogging	Half Day Workshop
Snapchat for your Business	Half Day Workshop

Local Enterprise Office Louth, Town Hall, Crowe Street, Dundalk, Co. Louth.

Tel: 042-9392957 email: training@leo.louthcoco.ie www.localenterprise.ie/louth



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Louth County Council



TRAINING COURSES / WORKSHOP TENDER GUIDELINES 2021/2022

All proposals are to be submitted electronically to training@leo.louthcoco.ie to be received no later than Friday 23rd of October 2020 at 5pm marked TRAINING TENDER 2021/2022. Please mark clearly which workshop (s) you are tendering for.

- Submissions should demonstrate that the core modules of the programme are practically based and targeted specifically at the SME Sector. Proposers must also demonstrate experience and knowledge in dealing with this sector.
- Proposers should clearly demonstrate how they will assist with the recruitment of participants.
- Fee structure must include; consultant fee based on:
 - option 1, delivering the course in person in a classroom or
 - option 2, delivering the course online.

This should also take into account provision of course materials, initial company audit if required, mentoring (if applicable) laptop/ LCD projector, account for online delivery platform and final evaluation report.

- Locations, dates & times – training will take place in the catchment area of Louth. Locations, dates and times will be organized directly by the Local Enterprise Office Louth.
- If courses are taking place in the classroom, Local Enterprise Office Louth will be responsible for room hire and refreshments which should be excluded from your quotation. Your availability to deliver training if selected should also be specified.
- If courses are taking place online, you should demonstrate that you have experience of and the capacity to deliver courses using an online meeting platform that is widely available to all and user friendly, and that you have appropriate account settings to manage meetings of differing sizes.
- A sample of course notes must be provided to the clients, electronically if delivering course online, and in hard copy if delivering the course in a classroom setting and a copy of these is to be provided with the tender documents.
- Evaluation forms and attendance record sheets must be submitted on completion of programme(s). Templates provided by Local Enterprise Office Louth.
- LEO Louth reserves the right to postpone or cancel programmes / workshops, or move classes from static location to online and vice versa.
- LEO Louth may run any of the courses more than once subject to demand.
- LEO Louth reserves the right to end a contract if in its professional opinion the quality of work produced by the trainer is of an unacceptable standard or the trainer fails to meet agreed deadlines.
- Proposers may tender for more than one of the listed programmes/workshops.
- Each proposal should outline its content, fee structure and delivery and how the course can adapt from taking place in a physical classroom to an online setting.
- Trainers making a submission must have professional indemnity insurance and hold current tax clearance. Please include Tax Reference Number and a copy of professional indemnity insurance.
- Upon submitting a tender, trainers are confirming they are fully compliant with GDPR and any national implementing legislation (Data Protection law).

Training Tender Evaluation:

The successful proposals will be selected following an evaluation process by Local Enterprise Office Louth on the basis of the most economically advantageous tender and including the following criteria (weights in brackets):

- Expertise & experience in a similar role (25%)
- Quality & innovation of approach (20%)
- Content (20%)
- Value for money (25%)
- Management & administration (10%)

Local Enterprise Office Louth may shortlist tenders for interview on the basis of the submitted tender before taking a final decision on selection.

Local Enterprise Office Louth **is not obliged to accept the lowest, or any, tender.**

Local Enterprise Office Louth may decide, following evaluation of tenders, not to proceed or to proceed with a limited number of elements of the proposal.

The Local Enterprise Office may also decide to appoint more than one training provider where deemed appropriate and in-particular for programmes where demand is high.

All queries associated with this tender should be directed to Training@leo.louthcoco.ie or telephone 042-9392957