The Local Enterprise Office Tipperary is the First Stop Shop for anyone seeking information and support on starting or growing a business in Tipperary.

An initiative of the Action Plan for Jobs, Local Enterprise Offices (LEOs) are committed to delivering an enhanced and more integrated support service for the micro and small business sector in Ireland. Local Enterprise Office Tipperary offers a range of complementary supports to potential entrepreneurs and existing businesses. The supports include a first point of contact for all enterprise related enquiries in Tipperary where individuals can receive advice on the steps involved in setting up a business, to the provision of grants for feasibility studies, financial support for new and existing businesses and a range of soft supports such as enterprise training, management development and mentoring to entrepreneurs and businesses.

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This booklet outlines the Local Enterprise Office Tipperary Autumn 2015 Training Programmes and Events
**Business Advice and Information Service**

One to one sessions for individuals hoping to start or develop a business are held throughout the county subject to demand and meetings are by appointment only.

Clinic Locations include:

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<th>Location</th>
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<td>Tipperary Town</td>
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Please call to make an appointment: Free

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**Start Your Own Business Programmes**

The programme runs over a 10 week period and covers all aspects of running your own business from market research, taxation, business structures and culminates in the preparation of a business plan.

**National Training Institute, Western Road, Clonmel:**
Commencing Tues 6th Oct 2015 (7-10pm)
[10 x 3 hour sessions over consecutive Tues evenings]
Trainer: Pearce Flannery

**Abbey Court Hotel, Nenagh:** Commencing Thurs 8th Oct 2015 (7-10pm)
[10 x 3 hour sessions over consecutive Thurs evenings]
Trainer: Bridgewater Management €55

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**Start Your Own Food Business- Horse and Jockey**

This programme is designed to give participants basic information about the numerous start up business skills and food Industry knowledge required to make an enterprise start, survive and thrive profitably. One to one mentoring is also included.

Commencing Thurs 1st Oct 2015 (10-1pm)
[6 x 3 hour sessions over consecutive Thurs mornings]
Trainer: Talentpool €30
**Basic Book-keeping**

This course is designed to give participants a practical knowledge of bookkeeping and basic accounting. It covers all bookkeeping principles from the prime books & their purpose to completion of statutory tax forms.

**National Training Institute, Western Road, Clonmel:**
Commencing Thurs 8th Oct 2015 (7-10pm)
(4 x 3 hour sessions over consecutive Wed evenings)
Trainer: Ace Professional Business Services

**Abbey Court Hotel, Nenagh:** Commencing Tues 6th Oct 2015 (7-10pm)
(4 x 3 hour sessions over consecutive Tues evenings)
Trainer: Ace Professional Business Services €30

**Financial Management Advice – One to One Clinic Clonmel & Nenagh**

The financial advisor will discuss in a confidential manner any issues you may be experiencing in relation to financial management such as cash flow, tax returns, costing & pricing and office management.

**Thurs 1st Oct 2015** (Local Enterprise Office, Ballingarrane House, Cahir Road, Clonmel) (By appointment)

**Tues 3rd Nov 2015** (Civic Offices, Limerick Road, Nenagh) (By appointment)
Consultant: Michael Byrnes €10

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**Dates for your Diary**

**Clonmel Digital Media Festival** 18th – 22nd November 2015
For a complete festival programme please contact kathleen.prendergast@tipperarycoco.ie

**Tipperary Tourism Networking Event** 20th October 2015
Bru Bru, Cashel,(10.30am – 2pm. Lunch Included)
Special guest speaker – **Fionn Davenport**, Irish Times Travel
For further information please contact marie.phelan@tipperarycoco.ie.
Marketing and Sales

Why People Fail to Sell – Horse and Jockey
This workshop has been designed to assist participants to learn the tried and tested best practice techniques for understanding your customers’ needs, developing a sales sequence, presenting your uniqueness, enhancing your product knowledge, promoting the benefits and features of a product, identifying where people fail when making a sale, how best to handle objections and learning the phases of negotiation and closing the sale.

Tues 20th Oct 2015 [10am -5.00pm]
Trainer: Connor Kenny and Associates

€20

Food Safety

HACCP in Simple Steps for SME’s
On completion of this course candidates will understand how to develop, implement and manage straightforward and effective food safety management systems, which comply with current legal requirements and focus on good hygiene practice.

Commencing Wed 7th Oct 2015 (10am-4.30pm)
Anner Hotel, Thurles [3 full days over consecutive Wednesdays]
Trainer: SQS Ltd

€50
The Local Enterprise Office Tipperary is in a position to offer the following training for a group of 10 engineering companies, employing 10 or less employees, located in Tipperary.

1. A 3 day intensive off site training course for Responsible Welding Co-Ordinator (ideally the person responsible for the implementation of the standard), followed by a 1 day on-site implementation visit.

2. Implementation of the Factory Production Control System through the RWC - 8 half days in company training covering the following:

   Benefits of Network membership:
   - Gap Analysis.
   - Development of CE manual.
   - Fabrication / Inspection
   - Purchasing / Material Controls
   - Non conforming product.
   - Structural Design & Drawing Control
   - Personnel Qualifications and competencies.
   - Preparation for Notified Body Inspection.

The Welding Quality Management System (WQMS) as part of the Factory Production Control (FPC) is covered under the Responsible Welder Course (RWC). Part of this is a site visit which is included in the RWC course.

Following the completion of the FPC each company will be ready for audit by a notified body.

The total cost of the training proposed at 1 and 2 above is €4,900 which will be paid directly to the selected Training Company. The Local Enterprise Office will offer a grant of €2,500 each to the 10 companies on the programme. The grant may be claimed when the programme is finished and on production of proof of payment and tax clearance certificate etc.

If you are interested in taking part please contact ita.horan@leo.tipperarycoco.ie for application form and details.
Enterprise Europe Network

Helping You Grow Your Business Internationally

The Enterprise Europe Network provides advice and assistance to small companies, helping them to take advantage of business opportunities in new markets by promoting business and technology partnering opportunities at local, regional, national and international level, across a broad range of industrial and service sectors.

Bringing together around 600 business support organisations from more than 50 countries, the network helps small companies seize the unparalleled business opportunities in the EU Single Market.

Members of the Enterprise Europe Network are linked up through powerful databases, sharing their knowledge and sourcing technologies and business partners across all Network countries. They are also closely linked with the European Commission, which enables them to keep abreast of EU policies and to feed small companies’ views on them back to Brussels.

What the network can do for you:

- Develop your business in new markets
- Source or licence new technologies
- Comprehensive innovation support and business advice

For further information please contact the Local Enterprise Office

The Enterprise Europe Network in Ireland is a partnership between Enterprise Ireland, the Local Enterprise Offices and the Chamber of Commerce in Cork and Dublin.
Introduction to Pinterest & Instagram for Business
This workshop will provide small businesses with the necessary tools, skills and knowledge to market their business online through the concept of Instagram and Pinterest. Participants will also be shown how to set up an account or optimise an existing account.

Tipperary Technology Park, Tipperary Town: 29th Sept 2015 [10am - 1.00pm]
Nagle Resource Centre, Carrick on Suir: 10th Nov 2015 [10am - 1.00pm]
Trainer: Shadow Marketing €10

Web Marketing – One to One Clinic – Nenagh
This one to one consultation is for businesses who have an existing web site and now require assistance developing the marketing and sales capability of the site.

Civic Offices, Limerick Road, Nenagh
Tues 17th Nov 2015 [By appointment] Trainer: BeDynamic €10

How to Create Online Marketing Videos on a Budget
(using your smartphone & a video editor) - Clonmel
This workshop will show you how to know what kind of online marketing videos you can make, how you can shoot videos with your smart-phone or with other low cost equipment and how to edit the footage into a marketing video.

Clonmel Community Resource Centre, Kickham Street, Clonmel

Getting Irish Business On Line (GIB0) - Nenagh
This practical half day workshop was developed by Google, Blacknight, An Post and the former County & City Enterprise Boards with the aim of taking the time, hassle and cost out of getting a website. If your business is in need of a website you will be assisted to develop a site over the course of a half day.

Business Innovation Centre, Strafford Street, Nenagh
Thurs 22nd Oct 2015 [10.00am – 1.00pm] Trainer: Donnncha Hughes. €25

Digital Masterclass for Tourism Providers - Thurles
A full day packed with practical hands on experience and key insights that will give you the confidence needed to grow your business online.

Tues 13th Oct 2015 [10am-5pm] Anner Hotel, Dublin Road, Thurles
Trainer: Digital Marketing Agency €20

Facebook for Advanced Users – Clonmel & Nenagh
Existing Facebook Business users will understand best practice with regard to using Facebook in terms of further developing their Facebook presence using advanced techniques and applications.

Fri 9th Oct 2015 [9.30am – 4pm Business Innovation Centre, Strafford Street, Nenagh]
Tues 3rd Nov 2015 [9.30am -4pm- Clonmel Park Hotel]
Trainer: Evan Mangan €20
Local Enterprise Office Tipperary operates schemes aimed at assisting through grants and refundable aid, the establishment of micro enterprises [less than ten employees] with the central objective of facilitating the creation and maintenance of sustainable jobs and the development of economic infrastructure at a local level.

The following supports are available:

- Information about starting, running or expanding your business
- Grant Aid towards Capital, Employment, Websites, Exhibitions or other investments.
- Business Skills Training
- Management skills development
- Dedicated Mentoring
- eCommerce initiatives
- Business Networks
Booking

Booking On Line
you can now register and pay for your place or book a place on line.
www.localenterprise.ie/tipperary

Otherwise please complete the following registration form and return by post or call to our offices

Ballingarrane House, Cahir Rd., Clonmel, Co. Tipperary – 052 6129466
Civic Offices, Limerick Rd., Nenagh, Co. Tipperary – 0761 06 5000

It is imperative that you register prior to commencement of training as Individuals who arrive without registering may not be accommodated on the Training programme.

Registration Form

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Address ...................................................................................................................................................... 
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Telephone ....................................................................... Mobile .............................................................
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It is imperative that you register prior to commencement of training as Individuals who arrive without registering may not be accommodated on the Training programme.
To avoid disappointment please register as soon as possible as places are limited.

**BOOKING**
- Places can be reserved only on receipt of payment in full.
- Those in receipt of unemployment benefit may qualify for reduced fees. Please contact the Local Enterprise Office for further information.
- In the event of a programme being undersubscribed it may be postponed or cancelled.

**PAYMENT**
- Payment can be made online at www.localenterprise.ie/tipperary or by completing the course booking form and presenting it at the Local Enterprise Office, Ballingarrane House, Clonmel or at the Cash Office, Tipperary County Council, Civic Offices, Limerick Road, Nenagh referencing your name and the course title.

**FAILURE TO ATTEND**
- Substitutions are acceptable at anytime up to the day before training commences. The substitute will receive all course material on behalf of the original delegate.
- In circumstances where the original attendee fails to attend and no substitute is appointed, seminar notes and material will be forwarded by post upon request, provided full payment has been received.

If you have any special needs or are a registered disabled person please let us know prior to starting your training. Leaflet is also available in LARGE PRINT.
“Kickstart” Your Business

A new initiative developed by Local Enterprise Office Tipperary in collaboration with North Tipperary Leader Partnership and South Tipperary Development Company to ensure that local organisations are providing a service that meets the needs of unemployed individuals interested in self employment. The steps involved are:

1. DSP Job Facilitator/ Case Worker refers the unemployed individual thinking of starting their own business to the LEO/ Local Development Companies for business advice.

2. The LEO arranges “Kickstart” workshops in Clonmel and Nenagh or other location contingent on demand. The workshop will cover the basics of starting your own business e.g.; business structures, self assessment/ taxation & vat, market research, sales & marketing, finance, business plan and regulatory environment.

3. “Kickstart” participants will be provided with a SYOB Guide, 10 steps to Starting Your Own Business, Business Plan, Marketing Plan and Cash Flow Projections templates, Schedule of key contacts in local agencies etc, information leaflets (LEO, Leader, MFI, DSP, Revenue etc.).

4. At the end of the workshop, participants will be screened and referred on to the Social Inclusion Community Activation Programme (operated by NTLP or STDC) as appropriate and receive 3/4 individual Mentor sessions. Simultaneously, the Promoter may avail of a training place free of charge (if certified by DSP) on any LEO business skills training course e.g. 10 week SYOB or 1 day SYOB Boot Camp to develop a business plan. Where the Promoter proposes to set up a manufacturing, internationally traded service, tourism or other qualifying enterprise, their development and training needs will be met by the LEO.

5. Participants will be provided with a Certificate of Attendance after “Kickstart” which they can present to DSP, Leader Companies, financial institutions, MFI etc. in support of an application for support or loan finance.