Oifig Fiontair Áitiúil
Local Enterprise Office

Oifig Fiontair Áitiúil ***An Chláir***

Local Enterprise Office ***Clare***



TRAINING & DEVELOPMENT PROGRAMME

SPRING / SUMMER 2020



Ireland's European Structural and Investment Funds Programmes 2014-2020
Co-funded by the Irish Government and the European Union

European Union
European Regional Development Fund

COMHAIRLE CONTAE AN CHLÁIR
CLARE COUNTY COUNCIL

Let's talk business...
#MakingItHappen

Foreword



Oifig Fiontair Áitiúil ***An Chláir***

Local Enterprise Office ***Clare***

We are currently experiencing what is termed a fourth industrial revolution where the impact of digitalisation is advancing in new and unanticipated ways. This will entail fundamental changes in the way we work and the way businesses deliver their services and products. Digitalisation requires investment by enterprises to innovate and ensure their employees learn new skills.

We must take steps now to exploit opportunities that will exist into the future. This means investing in research and development, being innovative in how we operate and developing new strategies to meet the challenges of an ever changing economic landscape.

The recent publication of Future Jobs Ireland 2019 identified five key pillars all of which are relevant to today's enterprises. These 5 pillars are:

1. Embracing innovation and technological change
2. Improving productivity
3. Enhancing skills and developing talent
4. Increasing participation in the labour force
5. Transitioning to a low carbon economy

The recently published OECD report on SME and Entrepreneurship Policy in Ireland identified similar themes as key challenges facing entrepreneurship in Ireland. This report was compiled following an extensive period of consultation with entrepreneurs, support agencies and education providers over an extended period of time. Its findings present a number of key challenges and recommended polices to enable our enterprises meet these challenges.

Ireland has a very specific challenge posed by Brexit. At the time of writing it is difficult to assess what impact this will have on our local economy in Clare. What we do know is that it's important that our local enterprises take steps now to assess the impact of Brexit in their individual business and take steps to mitigate its impact. We offer a Brexit diagnostic tool as a first step in that assessment and we also provide free mentoring support to review the risk posed by Brexit to your business model. If you have not already done so, I would encourage you to avail of these supports.

Local Enterprise Office Clare are ideally placed to assist and support your enterprise to meet the challenges ahead. We offer a comprehensive training programme as outlined in this brochure which is designed to educate and upskill our entrepreneurs. We also offer a range of supports to support research and development, improve efficiency of your business through our LEAN programme, attend international trade shows and grow your own on-line presence.

I invite you to visit our website **www.localenterprise.ie/Clare**, make an appointment to meet us and let us work with you to help and grow your business.

Padraic McElwee
Head of Enterprise

Business Training - January - May

Date	Course	Venue	Cost
START UP AND BUSINESS DEVELOPMENT PROGRAMMES			
20th Jan	Start Your Own Business	Hotel Woodstock, Ennis	€70
21st Jan	Bookkeeping & Taxation Programme	Hotel Woodstock, Ennis	€70
2nd Mar	Start Your Own Business	The Junction Building, Ennis	€70
19th Mar	Food Starter Programme	Templegate Hotel, Ennis	€100
28th Apr	Marketing on a Budget	Hotel Woodstock, Ennis	€120
5th May	Start Your Own Business	Templegate Hotel, Ennis	€70
DIGITAL MARKETING PROGRAMMES			
23rd Jan	Complete Digital Marketing	Clare Education Centre, Ennis	€70
21st Feb	Advanced Facebook Adverts	Clare Education Centre, Ennis	€25
3rd Mar	Video Marketing Workshop	Clare Education Centre, Ennis	€25
24th Mar	Complete Digital Marketing	Clare Education Centre, Ennis	€70
27th Apr	Instagram for your Business	Clare Education Centre, Ennis	€15
11th May	Search Engine Optimisation (SEO) Workshop	Clare Education Centre, Ennis	€15
19th May	Complete Digital Marketing	Clare Education Centre, Ennis	€70
ONE DAY WORKSHOPS			
14th Jan	Primary Course in Food Safety	Templegate Hotel, Ennis	€70
28th Jan	Preparing for Tradeshows	Hotel Woodstock, Ennis	€15
30th Jan	Your Business Only Better - Open Evening	Templegate Hotel, Ennis	FREE
3rd Mar	Food Business Workshop & Training Info Evening	Templegate Hotel, Ennis	FREE

Business Training - January - May

Date	Course	Venue	Cost
ONE DAY WORKSHOPS CONTINUED			
1st Apr	Primary Course in Food Safety	Templegate Hotel, Ennis	€70
21st Apr	Pricing your Food Product	Templegate Hotel, Ennis	€25
6th May	Promoting your Business at Food Markets	Templegate Hotel, Ennis	€25
18th May	Pricing your Product or Service	Templegate Hotel, Ennis	€25
LEO CLARE INFORMATION CLINICS/SEMINARS			
23rd Jan	Brexit Mentoring Clinic	Clare County Council, Ennis	Free
29th Jan	Business Advice Mentoring Clinic	Ennistymon Hub	Free
30th Jan	Your Business Only Better – Open Evening	Templegate Hotel, Ennis	Free
3rd Mar	Increase your Online Sales	Ennistymon Hub	Free
28th Apr	Business Advice Mentoring Clinic	Feakle Hub	Free
26th May	Increase your Online Sales	Templegate Hotel, Ennis	Free
WOMEN IN BUSINESS NETWORKING EVENTS			
4th Feb	WIB Network Event	Templegate Hotel, Ennis	€10
21st Apr	WIB Network Event	Templegate Hotel, Ennis	€10
9th June	WIB Network Event	Templegate Hotel, Ennis	€10

Further events may be added to our calendar.
Please check our website **www.localenterprise.ie/clare** for all updates

Grant Aids

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PRESTART - Feasibility Study Grant

Do you want to research the feasibility of your idea before heading to market?

The Feasibility Study grant can provide up to €15,000 in match-funding to research the viability and sustainability of a product or service and/or develop a prototype.

What can the grant be used for?

- Market research and consultancy fees
- Prototype development
- The promoter's salary (up to a maximum of 20% of the overall grant drawdown)
- Miscellaneous costs such as travel expenses (up to a maximum of 20% of the overall grant drawdown)

START - Priming Grant

Does your new business need an investment?

The Priming Grant can provide up to €80,000 in match-funding to assist a business within its first 18 months of trading.

What can the grant be used for?

- Capital items such as fit-out of workspace, office equipment, machinery etc.
- A contribution towards salary costs of employees (but not the promoter's salary)
- Consultancy, innovation and marketing costs
- General overhead costs (but not those associated with buying land, buildings or vehicles)

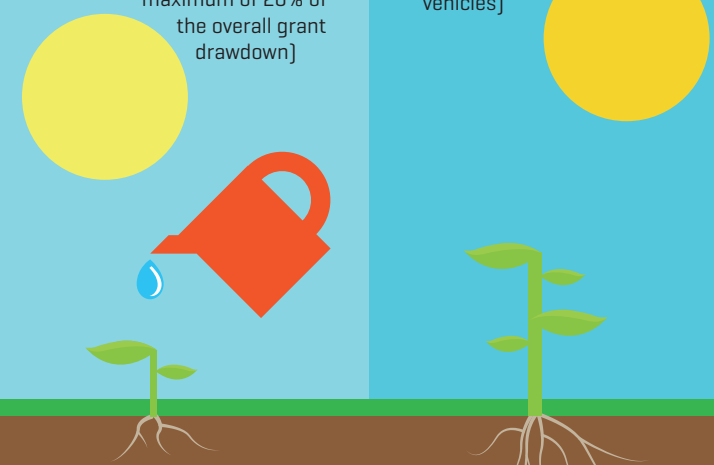
GROW - Business Expansion Grant

Does your business need a boost to help it grow even further?

The Business Expansion Grant can provide up to €80,000 in match-funding to assist a business that has been trading for more than 18 months.

What can the grant be used for?

- Capital items such as fit-out of workspace, office equipment, machinery etc.
- A contribution towards salary costs of employees (but not the promoter's salary)
- Consultancy, innovation and marketing costs
- General overhead costs (but not those associated with buying land, buildings or vehicles)



Please note the closing dates for receipt of Applications are:

3rd February 2020 | 14th April 2020 | 1st June 2020

For further details on financial assistance please check **www.localenterprise.ie/clare/financial supports**

Terms and Conditions apply.

January

Primary Course in Food Safety

Venue: Templegate Hotel, Ennis
Date: 14/01/2020
Time: 9.00am-6.00pm
Cost: €70

A one day Workshop - essential for any person handling/ preparing food. This course has been designed and developed by the Environmental Health Officers Association of Ireland which focuses on requirements under EC regulations no 852/2004.

Course Content: Introduction to Food Safety, Food Contamination; Food Delivery and Storage; Food Preparation and service; Personal Hygiene; Layout of food premises; Cleaning and operational hygiene; Introduction to HACCP; Pest Control; Role of Food Safety Authorities.

Start your own Business Course

Venue: Hotel Woodstock, Ennis
Date: 20/01/2020 (6 Week Programme)
Time: 6pm-9pm
Cost: €70

Are you considering setting up your own business or have just recently started a new business but not sure what areas to focus on? Then this is the course for you!

Course Content: Business & marketing planning; Funding sources; Finance and Bookkeeping; Product research; Sales; Business and employment law; ICT.



Book-Keeping & Taxation Programme

Venue: Hotel Woodstock, Ennis
Date: 21/01/2020 (6 week Programme)
Time: 6.00pm–9.00 pm
Cost: €70

The main aim of this 6 week programme is to educate the business person on the basics of bookkeeping within their business. Participants will come away with a much clearer picture of basic accounting practices and your obligations to Revenue and will be able to apply this knowledge within your business.

Course Content: Accounting terminology, records which must be maintained to satisfy Revenue, tax calculation, cheques journal, cash book, sales book and VAT.

Complete Digital Marketing Programme

Venue: Clare Education Centre, Kilrush Road, Ennis
Date: 23/01/2020 (6 Week Programme)
Time: 1.30pm-5.00pm
Cost: €70

Understanding how to market your business Online is becoming vitally important for every Business owner. This very popular hands on course which is designed to give you a comprehensive practical overview of digital marketing – it explains the major strands including social media and explains how they all fit together.

Course Content: This programme covers SEO, content and video marketing, how to convert your traffic into more enquiries and sales, Email marketing, Blogging, Instagram and Facebook marketing, Twitter marketing and LinkedIn marketing.

Brexit Mentoring Clinic

Venue: Clare County Council, Ennis
Date: 23/01/2020
Time: 9.00am-1.00pm (1 Hour per client)
Cost: Free (Registration Required)

The Brexit Clinic is designed to assist companies identify their exposure to Brexit from a range of perspectives - supply chain, customs, currency, operations, people etc.

Our expert Brexit Mentor will help you to complete a Brexit Scorecard Assessment in a private **45 minute long one-to-one meeting** and provide guidance on areas of concern to enterprises. Meeting slots are available on the day and these will be allocated on a first come first served basis.
Date Subject to Change.

Preparing for Tradeshows

Venue: Hotel Woodstock, Ennis
Date: 28/01/2020
Time: 9.00am-1.00pm
Cost: €15

The objective of this half day workshop is to prepare traders for: What to expect at a trade show, ensure that traders will be able to capitalise on the trade show to its maximum potential and to prepare a trade show plan.

Course Content: This programme covers Topics including; Choosing your trade show, Managing and budgeting for costs, Preparing your stand, Managing sales and the sales pipeline, Pre show preparation and marketing and Post show closing sales strategies

Business Advice Mentoring Clinic

Venue: Ennistymon Hub
Date: 29/01/2020
Time: 9.00am-1.30pm
Cost: Free to Attend (Registration Required)

Thinking of starting your own business? Maybe you have an idea and want to see if it is viable? Or perhaps you want to expand an existing business?

Register for our free advice clinics to find out more about the supports available from Local Enterprise Office Clare

Your Business Only Better - Open Evening

Venue: Templegate Hotel, Ennis
Date: 30/01/2020
Time: 6.00-8.00pm
Cost: Free

Productivity and efficiency can be improved by stamping out waste and striving to continually improve; it is about being effective and efficient - doing things quicker, better, cheaper. Business process re-engineering tools and techniques are helping companies across all sectors.

Course Content: On successful completion of the programme, participants will have the knowledge and skills to enable them undertake small improvement projects resulting in improved productively and efficiency, as well as introducing a culture of continuous improvements on an ongoing basis in their businesses.

Women in Business Network Event

Venue: Templegate Hotel, Ennis,
Date: 4/02/2020
Time: 6-8pm
Cost: €10

Local Enterprise Office Clare organises a number of events during the year for women in business in Co. Clare that focus on bringing business people together.

Course Content: These networks are geared specifically at start-ups and smaller businesses. Business Networking is the process of meeting, liaising and mixing with people that can support you, your business and its objectives.

Advanced Facebook Advertising

Venue: Clare Education Centre, Kilrush Road, Ennis
Date: 21/02/2020
Time: 9.30am-5.00pm
Cost: €25 (Lunch Included)

Facebook is constantly changing and is evolving into an advertising platform for businesses. This training will ensure that you are up to speed on the latest Facebook advertising techniques.

Course Content: This Advanced Facebook Advertising course goes way beyond "how to boost a post" and shows you all the latest techniques. This is a hands-on workshop and on the course you will setup different types of advertising campaigns. (Must be familiar with Facebook)

Microfinance Ireland

Oifig Fiontair Áitiúil
Local Enterprise Office
An Clár • Clare

We're financing your future



Need help to finance your business?
Talk to us about our small business loans.

Register online at
www.microfinanceireland.ie

Or visit your
Local Enterprise Office

Simon Evans
Owner & Inventor
Little Big Bikes

Microfinance Ireland (MFI) benefits from a guarantee funded by the European Union under the programme for Employment and Social Inclusion (EaSI)

An Roinn Gnó, Fiontar agus Nuálaíochta
Department of Business, Enterprise and Innovation

ACTION PLAN FOR JOBS

For further details visit www.localenterprise.ie/clare

Oifig Fiontair Áitiúil
Local Enterprise Office

Explore and Develop Export Opportunities with a grant of up to

€2,500

Technical Assistance for Micro-Exporters (TAME) Grant

Grant covers 50% of eligible costs for:

- International Trade Show Exhibitor Costs
- Travel & Subsistence Costs (rates apply)
- Marketing Materials aimed at Exploring New Export Markets
- Development of Export Related Websites
- Costs of International Trade Networking Events organised through EEN
- Translation Costs of Existing Material for Export Markets

For more information visit:
www.localenterprise.ie/clare
Email: **localenterprise@leo.clarecoco.ie**
Tel: **065-6821616**
Eligibility Criteria Applies

#MakingItHappen

Ireland's European Structural and Investment Funds Programmes 2014-2020
Co-funded by the Irish Government and the European Union

European Union
European Regional Development Fund

COMHAIRLE CONTAE AN CHLÁIR
CLARE COUNTY COUNCIL

For small changes and big innovations.

Agile Innovation Supports

For more information, visit localenterprise.ie/clare
#GlobalAmbition

Local Enterprise Office

ENTERPRISE IRELAND

Start your own Business Course

Venue: The Junction Building, Ennis
Date: 02/03/2020 (6 Week Programme)
Time: 6pm-9pm
Cost: €70

Are you considering setting up your own business or have just recently started a new business but not sure what areas to focus on? Then this is the course for you!

Course Content: Business & marketing planning; Funding sources; Finance and Bookkeeping; Product research; Sales; Business and employment law; ICT.

Video Marketing Workshop

Venue: Clare Education Centre, Kilrush Road, Ennis
Date: 03/03/2020
Time: 9.30am-5.00pm
Cost: €25 (Lunch Included)

How to use online video to market your business and how to shoot and edit a marketing video.

Course Content: Would you like to be able to shoot and edit marketing videos for your website or social media posts but you don't know how to do it? In this course you will learn what kind of online marketing videos you can make, how you can shoot videos with your Smartphone if you have some additional low cost equipment and how to edit the footage into a marketing video.



Increase Your Online Sales

Venue: Ennistymon
Date: 03/03/2020
Time: 6.00-8.00pm
Cost: Free to Attend (Registration Required)

Are you looking to upgrade or build a new Website for your business?
This information evening will provide you with some top tips on how to increase your sales and brand online.

What will be covered at this workshop:
Discussion on how best to create and increase online sales for your business. Find out how to receive a grant of up to €2,500 from a Government grant scheme, designed to assist small businesses to help get your business selling online. Meet local companies that have benefited from this grant. Visit trade stands of Internet Developers and Digital Marketing Providers.

Information Evening - Food Business Workshops and Training Programmes

Venue: Templegate Hotel, Ennis
Date: 03/03/2020,
Time: 5.30-7.30pm
Cost: Free

An Information Evening is being held for the upcoming Food Workshops and Training Programmes for 2020: Primary Course in Food Safety, Pricing your Food Product, Promoting your Business at Food Markets and Food Starter Programme.

Course Content: The programme co-ordinator will provide an overview of the programmes, outline details of guest-speakers and specialists who will host various modules throughout the programme and be on hand to answer any questions you may have.

Food Starter Programme

Venue: Templegate Hotel, Ennis
Date: 2 day programme 19/03/2020 & 26/03/2020 plus 6 hours mentoring
Time: 9.30am-5.00pm
Cost: €100 (Lunch Included)

Those with a food business idea that requires exploration anyone interested in starting a Food production business or have started a small scale business typically within the previous 24 months.

Course Content: The programme content focuses on providing participants an overview of the Food Sector in Ireland. Developing a business plan, identifying legalities, food safety and labelling requirements and financing a food start up. Includes two mentor sessions. Follow up workshop after 6 months.

Complete Digital Marketing Programme

Venue: Clare Education Centre, Kilrush Road, Ennis
Date: 24/03/2020 (6 Week Programme)
Time: 1.30pm-5.00pm
Cost: €70

Understanding how to market your business Online is becoming vitally important for every Business owner. This very popular hands on course which is designed to give you a comprehensive practical overview of digital marketing – it explains the major strands including social media and explains how they all fit together.

Course Content: This programme covers SEO, content and video marketing, how to convert your traffic into more enquiries and sales, Email marketing, Blogging, Instagram and Facebook marketing, Twitter marketing and LinkedIn marketing.

Five Checks before starting a Business?



1. Make sure you have a potential customer base.
2. Decide how to target these customers from an advertising point of view?
3. Establish is the price you are going to charge competitive? To low and you will be busy but making no money / too high and you will get no business at all.
4. Calculate your start up costs?
5. Budget the monthly running costs of the business?

For all these answers and more why not attend one of our **six week Start Your Own Business Programmes**. The programme will guide you through the various aspects of business and business planning. The objective is to assist you in assessing your idea, its viability and to decide if you should proceed or take a step back.

Starting Dates: 20th January | 2nd March | 5th May

Book your place now at www.localenterprise.ie/clare

Primary Course in Food Safety

Venue: Templegate Hotel, Ennis
Date: 01/04/2020
Time: 9.00am-5.00pm
Cost: €70

A one day Workshop - essential for any person handling/ preparing food. This course has been designed and developed by the Environmental Health Officers Association of Ireland which focuses on requirements under EC regulations no 852/2004.

Course Content: Introduction to Food Safety, Food Contamination; Food Delivery and Storage; Food Preparation and service; Personal Hygiene; Layout of food premises; Cleaning and operational hygiene; Introduction to HACCP; Pest Control; Role of Food Safety Authorities.

Pricing your Food Product

Venue: Templegate Hotel, Ennis,
Date: 21/04/2020
Time: 9-6pm
Cost: €25 (Lunch Included)

The price a business charges for their food product is one of the most important business decisions to be made. Setting a price too high or too low may limit business growth.

Course Content: The aim of this workshop is to equip participants with a practical, easy to use toolkit for costing their product.

Topics will include: Pricing Strategies, Effects of registering for VAT on price, Breakeven Analysis, Purchasing Costs and its effect on margin and sales price, Discounting and Price Increases amongst other topics.



Women in Business Network Event

Venue: Templegate Hotel, Ennis,
Date: 21/04/2020
Time: 6-8pm
Cost: €10

Local Enterprise Office Clare organises a number of events during the year for women in business in Co. Clare that focus on bringing business people together.

Course Content: These networks are geared specifically at start-ups and smaller businesses. Business Networking is the process of meeting, liaising and mixing with people that can support you, your business and its objectives.

Marketing on a Budget

Venue: Hotel Woodstock, Ennis
Date: Commences 28/04/2020 (6 Week Programme)
Time: 6-9pm
Cost: €120 (includes 2 Mentor Sessions)

Are you are struggling with the juggle of online and offline marketing your business and feel that your business can do better? Or do you want your business to stand out from the competition and harness the power of marketing?

Course Content: Marketing planning, setting goals, targets and timelines; Managing and implementing social media campaigns; Developing a sales process and sales skills; How to conduct market research that will save you money; Merging traditional promotional techniques with online promotional techniques; Defining your business and building brand; Developing a PR strategy; Evaluation techniques to measure your return on investment.

Instagram for your Business

Venue: Clare Education Centre, Ennis
Date: 27/04/2020
Time: 1.30pm-5.00pm
Cost: €15

Would you like to know how you could use Instagram to market your business?

Course Content: This training course will explain what Instagram is and how to use it to market your business. It will explain how to set up an Instagram account, how to create eye-catching images/videos, how to post a story. It will explain what type of marketing tool Instagram is and how to use it for free and through paid advertising.

Business Advice Mentoring Clinic

Venue: Feakle Hub
Date: 28/04/2020
Time: 9.00am-1.30pm
Cost: Free to Attend (Registration Required)

Thinking of starting your own business? Maybe you have an idea and want to see if it is viable? Or perhaps you want to expand an existing business?

Register for our free advice clinics to find out more about the supports available from Local Enterprise Office Clare

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Local Enterprise Office

Local Enterprise Office Clare 2019

THE YEAR IN NUMBERS

- ✓ **83** Training Events/ Seminars/ Information Workshops Completed
- ✓ **1120** Individuals have attended a Local Enterprise Office Clare Event or Training
- ✓ **52** entries to IBYE Clare our highest recorded
- ✓ **32** Trading Online Voucher Applications Approved



National Women's Enterprise Day, held in Dromoland Castle (17th October)



Ivan Tuohy Great Ireland Experiences (Clare Enterprise Award Winner 2019)



Dubai Duty Free Irish Open, (LEO Clare Clients)

Start your own Business Course

Venue: Templegate Hotel, Ennis
Date: 05/05/2020 (6 Week Programme)
Time: 6pm-9pm
Cost: €70

Are you considering setting up your own business or have just recently started a new business but not sure what areas to focus on? Then this is the course for you!

Course Content: Business & marketing planning; Funding sources; Finance and Bookkeeping; Product research; Sales; Business and employment law; ICT.

Promoting your Business at Food Markets

Venue: Templegate Hotel, Ennis
Date: 06/05/2020
Time: 9.00-5.00pm
Cost: €25 (Lunch Included)

For many of the pre-start up food companies, food markets provide a great platform for them to conduct market/consumer research, get feedback on their product offering and in time hone their value proposition while enjoying low overheads and low risks.

Course Content: This one day workshop will provide participants with a checklist and toolkit for them to be able to start selling their products at market. Key topics include researching local food markets, registration for a market, trading licences, personal and operational hygiene, physical requirements for the stall including how best to present your produce/business, insurance, amongst other topics.

Search Engine Optimisation (SEO) Workshop

Venue: Clare Education Centre, Kilrush Road, Ennis
Date: 11/05/2020
Time: 1.30pm-5.00pm
Cost: €15

Are you frustrated that your site is not appearing on page 1 of Google search results whenever you search? Wondering what you need to do in order to get your site appearing on page 1?

Course Content: This training course will explain in detail where your site might be lacking in terms of search engine performance and what needs to be done on your website and outside your website in order for you to start appearing on page 1 of Google's search results and win more business.

Complete Digital Marketing Programme

Venue: Clare Education Centre, Kilrush Road, Ennis
Date: 19/05/2020 (6 Week Programme)
Time: 1.30pm-5.00pm
Cost: €70

Understanding how to market your business Online is becoming vitally important for every Business owner. This very popular hand on course which is designed to give you a comprehensive practical overview of digital marketing – it explains the major strands including social media and explains how they all fit together.

Course Content: This programme covers SEO, content and video marketing, how to convert your traffic into more enquiries and sales, Email marketing, blogging, Instagram and Facebook marketing, Twitter marketing and LinkedIn marketing.

Pricing your Product or Service

Venue: Templegate Hotel, Ennis,
Date: 18/05/2020
Time: 9-5pm
Cost: €25 (Lunch Included)

Workshop is tailored to business owners and managers who determine and influence pricing within the business.

Course Content: The aim of this workshop is to aid participants in determining the right price for their product/service, to assist him/her in generating revenue, mitigating against potential loss within the business and maximising opportunities relative to the customer base.

Increase Your Online Sales

Venue: Templegate Hotel, Ennis
Date: 26/05/2020
Time: 6.00-8.00pm
Cost: Free to Attend (Registration Required)

Are you looking to upgrade or build a new Website for your business?
This information evening will provide you with some top tips on how to increase your sales and brand online.

What will be covered at this workshop:
Discussion on how best to create and increase online sales for your business. Find out how to receive a grant of up to €2,500 from a Government grant scheme, designed to assist small businesses to help get your business selling online. Meet local companies that have benefited from this grant. Visit trade stands of Internet Developers and Digital Marketing Providers.

Women in Business Network Event

Venue: Templegate Hotel, Ennis,
Date: 09/06/2020
Time: 6-8pm
Cost: €10

Local Enterprise Office Clare organises a number of events during the year for women in business in Co. Clare that focus on bringing business people together.

Course Content: These networks are geared specifically at start-ups and smaller businesses. Business Networking is the process of meeting, liaising and mixing with people that can support you, your business and its objectives.

Cancellations Policy

All cancellation requests should be made to our office. The following conditions apply to course cancellations:

- 100% return of course fee if sufficient notice from the participant (i.e. not less than 5 working days.)
- 75% return of course fee if the participant notifies us not less than 2 working days commencement of the course.
- No refund if the participant does not notify us at least 2 working days before commencement of the course.

Participant Substitution

The substitution of a participant can be made at any time without penalty.

Cancelled Courses

In the event that a course or event is cancelled, participants will be notified prior to the commencement of the course and a full refund will be issued.

Oifig Fiontair Áitiúil
Local Enterprise Office

Website Development Grant

Grow your business online with a grant of up to €2,500.

It's easier than you think.

Who is eligible?

The **Trading Online Voucher Scheme** assists small businesses to trade online. The Scheme is open to small businesses that have limited or no online presence, have less than 10 employees and turnover less than €2 million. Applicants must be trading for a minimum of 12 months.

Benefits to your Business

Over 2/3 confirmed up to **20%** of their sales are now online

81% of businesses experienced an increase in sales since availing of the grant

65% of businesses have seen increased sales of up to 20%

43% said the Trading Online voucher has increased their international sales

How to apply:

Contact Local Enterprise Office Clare on **065 6821616**
or email **localenterprise@leo.clarecoco.ie** to find out more about a Trading Online Voucher

Oifig Fiontair Áitiúil
Local Enterprise Office

Mentor programme

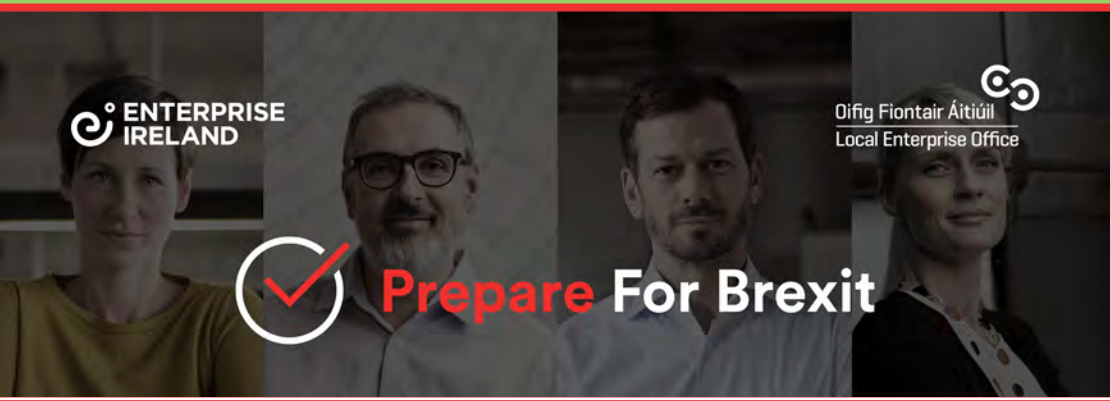
Still haven't found what you're looking for? Or perhaps a group training course is not for you?

Don't worry, our MENTOR PROGRAMME may be just what your business needs.

The Mentor Programme is designed to match up the knowledge, skills, insights and entrepreneurial capability of experienced business practitioners with small business owner/ managers who need practical and strategic one to one confidential advice and guidance. The mentor contributes independent, informed observation and advice to aid decision making.

The Mentor Programme is open to any small business in County Clare at a highly subsidised rate of just €50. The mentor programme consists of 2 x 3 hours of one-to-one mentoring with a professional business consultant in the area of business which help is required.

Book now! Visit: https://www.localenterprise.ie/Clare/Training-Events/Mentoring/Clare



With uncertainty ahead regarding a deal on BREXIT, Irish SMEs need to safeguard themselves and prepare for all possible eventualities. Local Enterprise Office Clare is offering a limited number of **FREE Brexit mentoring sessions** for Clare based businesses.

All applications for mentor assistance are dealt with individually and applicants must first complete the Brexit SME Scorecard. Visit www.prepareforbrexit.ie or www.localenterprise.ie/clare to complete the Brexit Scorecard or for more information Tel: 065-6821616

Oifig Fiontair Áitiúil

Local Enterprise Office

USEFUL CONTACTS WHEN SETTING UP A BUSINESS

Bord Bia
T: 01 668 5155
Clanwilliam Court,
Lower Mount St, Dublin 2
W: www.bordbia.ie

Clare County Council
T: 065 682 1616
Corporate Headquarters,
New Road, Ennis, Co. CLare
E: info@clarecoco.ie
W: www.clarecoco.ie

CRO
T: 01 804 5200
Bloom House,
Gloucester Place Lower, Dublin 1
E: info@cro.ie
W: www.cro.ie

Ennis Chamber of Commerce
T: (065) 684 2988
56 O'Connell Street, Clonroad
Beg, Ennis, Co. Clare
E: info@ennischamber.ie
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Enterprise European Network
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Enterprise Ireland - Mid West
T: 061 777000

Enterprise Ireland
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Failte Ireland
T: 1800 242473
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Dublin 1
W: www.failteireland.ie

Food Safety Authority of Ireland
T: 1890 33 66 77
The Exchange,
George's Dock, Dublin 1
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IE Domain Registry CLG
T: 01 236 5400
2 Harbour Square, 4th Floor,
Dun Laoghaire, Co. Dublin
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Intertrade Ireland
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Newry, Co. Down
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Intreo Clare
T: (065) 686 7800
Kilrush Rd, Ennis, Co. Clare
W: www.welfare.ie

Ireland Smart Ageing Exchange
T: 061 317578
ISAX House 50+
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Irish Franchise Association
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C/o Kandoy House,
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E: info@Irishfranchiseassociation.com
W: www.irishfranchiseassociation.com

Irish Patents Office
T: 1890 220223
Government Buildings,
Hebron Road, Kilkenny
E: patlib@patentsoffice.ie
W: www.patentsoffice.ie

Clare Local Development Company
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Microfinance Ireland
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13 Richview Office Parks,
Clonskeagh Road, Dublin 14
W: www.microfinanceireland.ie

Mid West Regional Skills
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Hartnett Centre,
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Office of the Data Protection Commissioner
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Data Protection Commissioner
Canal House, Station Road,
Portarlington, Co. Laois
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Revenue Office
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Government Offices,
Kilrush Road, Ennis, Co. Clare
W: www.revenue.ie

Shannon Chamber
T: 061 360 611
Suite 14, Shannon Airport House
Shannon Free Zone, Co. Clare
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Shannon Chamber Skillnet
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