

BREATHING SPACE LTD		SELF-EMPLOYMENT COURSE TIMETABLE COURSE 117					
		WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6
		22-Feb-10	01-Mar-10	08-Mar-10	15-Mar-10	22-Mar-10	29-Mar-10
Monday	10.00 - 11.30	Overview of Self Employment	IT Skills Nathan James	Law Dix Wilton	Health & Safety and First Aid Pheonix Training	Communication GD	Book Keeping GD/VG
	11.45 - 1.00		E-Pod & Business Plans 1st Milestone	Agreements & contracts GD		Wages & PAYE GD	
	1.30 - 3.00			Social Media Sue Cartwright		Barclays Will Bourne	
Tuesday	10.00 - 11.30	Business planning and getting started GD/VG	Premises GD	Insurance John Tew	VAT Mark Adams	Selling Alex Murray	Questions You Didn't Dare Ask! Roy Bayliss
	11.45 - 1.00		Coaching PM	Trading Standards	Personal Goal Setting PM	Business Networking Donato Esposito	VOIP Charles Chance
	1.30 - 3.00	Customer relations and data protection DVD PM/VG	Market Research PM	Marketing PM		Business Plans 2nd Mile Stone	Presentation Skills PM
Wednesday	10.00 - 11.30	Abilitynet Assessment VG/PM	Business Link Ian Race	Cashflow Forecast GD/VG	NI & TAX Irene Baines	Personal Development PM	Presenting Your Pitch GD/PM/VG
	11.45 - 1.00	Entrepreneur Mark Gill			Library Rita Mills	Finance Anna Goodwin	
	1.30 - 3.00	Personal Development PM	Time Management PM/VG		Setting Up a Company Mike Lee	Websites & Business Card Design Nathan James	
PLEASE BE ON TIME FOR ALL SESSIONS					If you are attending Single Day sessions, please ring prior to the day.		
as at 10/02/10							