

GET THE SKILLS YOU NEED TO SET UP & RUN YOUR BUSINESS!



TRAINING COURSES THAT GET RESULTS!

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COURSES AT A GLANCE



Abacus training courses, it's the difference that makes the difference.

1. Sequential and structured course content aimed at new business enterprises.
2. Courses delivered by seasoned business professionals.
3. Evidence based learning techniques engaged.
4. Practical skills transferred from trainer to trainee.
5. Productivity based courses, NOT presenteeism based courses.

COURSES OFFERED:

Entrepreneurship, a career for you?

- Evaluate the individual's suitability for self-employment
- Types of entrepreneur: natural, incomplete, reluctant

Business ideas clinic

- Generate & evaluate business ideas worth pursuing
- What to sell, who to sell to

New business start-ups

- Business format: Sole Trader, Partnerships, Limited Companies
- Business routines – marketing, selling, service, management, operations, logistics

Marketing & Sales

- Promoting your business with effective marketing techniques
- Generating sales using a range of selling options

Basic book-keeping

- Daybooks recording income & expenditure
- Dealing with VAT

Financial Statements & KPIs

- How to read, understand and use financial information
- How to identify and generate relevant KPI's

Taxation for beginners

- Dealing with tax IT/VAT/CT/PAYE
- Deadlines / calculations / payments / forms

Financial Management

- Working capital management
- Long term financing

Debt collection

- Using R & R to increase collections
- Leveraging PAP (persuasion, assertiveness, persistence) to increase collections

If you would like further details on any of our courses please contact us:



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