



*St George & Sutherland Shire*

## **INVITATION TO SUBMIT EXPRESSION OF INTEREST TO HOLD TRAINING WORKSHOPS**

The BEC has a training room attached to its premises in Kirrawee and is committed to offering high quality relevant business development training for local businesses. The room can accommodate approximately 24 participant's classroom style, 16 U Shape or 40 theatre style.

As a valued member of our business community I would like to invite you to submit an expression of interest to conduct appropriate training workshops or seminars, by completing the attached form. Please complete a separate form for each course you would like to submit.

The BEC is interested in conducting a wide range of courses under (but not limited to) the following major streams:-

- Business Development
- Finance
- Human Resources
- Marketing & Sales
- E- Marketing
- Legal Issues
- OH&S
- Personal Development
- IP Trademarks
- Import / Export

The BEC will select a number of workshops and take responsibility for the marketing and logistics including venue, catering, registration, production of booklets name tags etc. The marketing will be done via eUpdates using our database of over 4,500 businesses as well as website exposure. BEC will deduct \$200 per workshop to cover venue and logistics but as the creator and presenter of the workshop the remaining profit will be split equally with you. Together we will negotiate the timetable, suggested registration fee and minimum participants.

If successful, you will be asked to provide a brief biography & photo for the marketing of the workshop on our website.

If this appeals to you please complete the attached form and return to Lara Kilborn, Business Development Manager, by fax 9545 5988 or email [lara@becsmallbiz.com.au](mailto:lara@becsmallbiz.com.au)



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# TRAINING EXPRESSION OF INTEREST

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_

Web Address: \_\_\_\_\_

Please list the title of the workshop or training seminar you would like to present

Who should attend (i.e. what level is it aimed at? Who would it be suitable for position wise etc.)

Major points covered in the workshop/ seminar

Specific Learning Outcomes for participants from this course

Where else have you presented this workshop/seminar?

Suggested Registration Fee \_\_\_\_\_

Min. numbers of participants \_\_\_\_\_ Ideal Number of participants \_\_\_\_\_

Max Number of participants \_\_\_\_\_ Length of presentation (hrs) \_\_\_\_\_

- Are Handouts or workbooks available for this course?  Yes  No
- Are you available to do presentation in the mornings?  Yes  No
- Are you available to do presentation in the afternoon?  Yes  No
- Are you available to do presentation in the evenings?  Yes  No
- Are you available to do presentation on Saturdays?  Yes  No

Please fax back to 9545 5988 or email [lara@becsmallbiz.com.au](mailto:lara@becsmallbiz.com.au)