



Cymorth Hyblyg i Fusnes  
Cychwyn. Tyfu. Llwyddo.

Flexible Support for Business  
Start. Grow. Prosper.

# Training for business

## Module 4 – Operations

A three hour seminar aimed at providing key information on the operations of a business, including the resources required, systems and procedures, production, health and safety, and quality.

A description of the operations of your business is one of the main components of your business plan.

### **Aims of module 4**

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- provide the key information to help you prepare the operations section of a business plan
  - identify the resources that are required to set up and run a business, namely: premises, equipment, supplies and people
  - consider the advantages and disadvantages of working from home
  - provide information on systems and procedures
  - identify the key factors that need to be taken into account in the production process
  - provide information on health and safety
  - introduce the concept of quality
  - provide information on environmental standards and sustainability
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Efficient management and operational systems are essential to the success of a business; therefore it is important to get it right.

To book onto any Business in Focus courses telephone the enquiry team on **03000 6 03000**.

**This course is delivered by Business in Focus on behalf of the Welsh Assembly Government and is available to you entirely free of charge through Welsh Assembly Government funding.**