



Llywodraeth Cynulliad Cymru
Welsh Assembly Government

Training for Business

Business start up courses

A free 3 hour informal business skills start up course which is aimed at giving you the key information you will need to successfully manage your business operations.

Module 4 – How to manage your business

Course content:

- Gain key information to help you prepare the operations section in your business plan
- Identify key resources – premises, equipment, supplies and people
- Consider the advantages and disadvantages of working from home
- Learn information on systems and procedures
- Identify key factors about production processes
- Learn information about health and safety
- Understand key issues about quality control
- Gain information about environmental standards and sustainability

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www.businessinfocus.co.uk