

# Ezical Small Business Solutions

## Small Business Training Programme

Date To be advised

Location To be advised

Presenter David Farrington

Small Business Agenda		
Times	Topics	Resources
<b>Theory Training</b>		
Session Times		
<b>9.00am -9.15 am</b>	Introduction to Small Business <ul style="list-style-type: none"><li>• What is Small Business?</li></ul>	Power Point
<b>9.15am - 9.30am</b>	Small Business vision <ul style="list-style-type: none"><li>• Passion</li><li>• Ideas</li><li>• Vision</li></ul>	Power Point
<b>9.30am - 10.00am</b>	Viability <ul style="list-style-type: none"><li>• Will the business work?</li><li>• Buy a business or start your own?</li></ul>	Excel Spreadsheet
<b>10.00am – 10.15am</b>	Incorporation <ul style="list-style-type: none"><li>• Sole trader</li><li>• Partnership</li><li>• Company</li></ul>	Department of Fair Trading & ASIC websites. Softcopy book provided
<b>10.15am – 11.00am</b>	Statutory requirements <ul style="list-style-type: none"><li>• Income Tax</li><li>• BAS</li><li>• Superannuation</li></ul>	ATO website
<b>11.30am – 11.15am</b>	<b>Break</b>	
<b>11.15am – 11.45am</b>	Marketing <ul style="list-style-type: none"><li>• Business Cards</li><li>• Websites</li><li>• Networking</li><li>• Google adwords</li><li>• SEO</li></ul>	Power Point. Softcopy books provided
<b>11.45am – 12 noon</b>	Understanding Financials <ul style="list-style-type: none"><li>• BEP</li></ul>	Excel Spreadsheet

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	<ul style="list-style-type: none"> <li>• Budgets</li> <li>• Profit &amp; Loss</li> <li>• Balance Sheet</li> <li>• Cash Flow</li> <li>• Taxation Liabilities</li> <li>• Importance of Depreciation</li> </ul>	
<b>12 noon – 12.30pm</b>	Understanding Business Performance <ul style="list-style-type: none"> <li>• Is your business underperforming?</li> <li>• Weaknesses</li> <li>• Comparing Actual to Budget</li> <li>• Remedies</li> </ul>	Excel Spreadsheet
<b>12.30pm - 1.00pm</b>	<b>Lunch</b>	
<b>Practical Training</b>		
<b>1.00pm – 2.00pm</b>	Introduction to Excel Spreadsheets <ul style="list-style-type: none"> <li>• Excel for business</li> <li>• Break Even Point Analysis</li> <li>• Basic Formulas</li> </ul>	Computer based/ Softcopy of excel book provided
<b>2.00pm – 3.00 pm</b>	Introduction to Web Development <ul style="list-style-type: none"> <li>• What is a website?</li> <li>• Cost to build and maintain</li> <li>• Frontpage Tutorial- Create a basic webpage</li> </ul>	Computer based
<b>3.00 pm – 3.15pm</b>	<b>Break</b>	
<b>3.15pm – 5.00pm</b>	Introduction to MYOB <ul style="list-style-type: none"> <li>• Create a company</li> <li>• Edit Accounts</li> <li>• New Accounts</li> <li>• Add Chart of Account Balances</li> <li>• Journal entries</li> <li>• Produce Reports</li> </ul>	Computer based/ Softcopy of tutorial provided
<b>5.00pm – 5.15pm</b>	Question & Feedback	

***Ezical Small Business Consultancy for all your Small Business Needs***