

ESSENTIAL BUSINESS SKILLS COURSE APPLICATION

FREE Training for Business Owners, Managers, and Staff

The following is required in order to determine that participants can commit to the program, meet program guidelines and for a preliminary assessment of training needs. Applications are processed in the order they are received. Deadline to apply is September 9th, 12pm.

Please indicate Course(s) you are applying for:

Transformational Leadership Skills - *Building Better Workplace Relationships or Performance Management*, or an equivalent is a recommended pre-requisite.

Every Tuesday for 10 weeks starting Sept 20th, 8:30am-12:30pm. Location: EHCC office, 8 Old Enfield Rd. Unit 301

Dollars & Sense

Every Tuesday for 11 weeks starting Sept 20th, 5:30pm-9pm. Location: EHCC office, 8 Old Enfield Rd. Unit 301

Cloud Computing

Every Wednesday for 10 weeks starting Sept 21st, 1pm-5pm. Location: EHCC office, 8 Old Enfield Rd. Unit 301

Business Skills for Growth & Profitability

Every Thursday for 10 weeks starting Sept 22nd, 8:30am-12:30pm. Location: EHCC office, 8 Old Enfield Rd. Unit 301

Essential Computer Skills for Small Business

Every Friday for 11 weeks starting Sept 23rd, 9:30am-1pm. Location: Elmsdale Library (Lloyd E. Matheson Building)

Applicant's Name:

Business Name:

Mailing Address:

Business Location:

(If different from above)

Phone Number:

Email:

Website:

Job title or description:

Are you the owner of the business? Yes No

How many years has the business been in operation?

If you are not the owner, how long have you been with the business?

Please describe any training you have received in the course(s) you wish to be registered:

While the program is free to participants, we ask that Participants commit to attending the 40 hour program. **Are you able to commit to the training schedule as noted?** Yes No

Once participants are selected, the instructor will conduct an individual needs assessment to ensure the program content meets the training needs of the group. Apply early as space is limited to 12 participants.

Send your completed application to info@ehcc.ca and follow up to make sure it has been received. For more information call 902-883-1010.