

ESSENTIAL BUSINESS SKILLS – PROGRAM APPLICATION

FREE Training for Business Owners, Managers, and Staff

The following is required 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: January 11th, 2019

Please indicate the program you are applying for:

Sage 50 Part 2: Make Sage 50 Work for Your Business

Every Tuesday for 10 weeks starting January 22nd, 8:30 am – 12:30 pm. Location: EHCC boardroom, 8 Old Enfield Road

Building Stronger Workplace Relationships

Every Wednesday for 10 weeks starting January 23rd, 8:30am – 12:30 pm. Location: EHCC boardroom, 8 Old Enfield Road

Use Social Media to Grow Your Business

Every Wednesday for 10 weeks starting January 23rd, 1:00 pm – 5:00 pm. Location: EHCC boardroom, 8 Old Enfield Road

Time Management

Every Thursday for 10 weeks starting January 24th, 1:00 pm – 5:00 pm. Location: EHCC boardroom, 8 Old Enfield Road

Build your Business Website Using WordPress – Part 2

Every Friday for 10 weeks starting January 25th, 8:30 am – 12:30 pm. Location: EHCC boardroom, 8 Old Enfield Road

Applicant's Name:

Business Name:

Mailing Address:

Business Location (If different from above):

Phone #:

Fax #:

Email:

Website:

Job title/Job 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?

If your business is new, what was your start date?

Are you enrolled in the SEB program? Yes No

Are you a Journeyperson? Yes No

Are you a participant in the Atlantic Trades Business Seal Program?

Please describe any training you have received in the program area:

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 (10 for most tech courses).

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.