

# 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. Applicants will be required to provide their SIN upon acceptance into the program.

**DEADLINE TO APPLY: April 3rd, 2019**

Please indicate the program you are applying for:

- Technology Basics for Business:**  
Every Monday for 10 weeks starting April 15<sup>th</sup>, 5:00 pm – 8:30 pm. Location: EHCC boardroom, 8 Old Enfield Road
- Dollars and ‘Sense’**  
Every Tuesday for 10 weeks starting April 16<sup>th</sup>, 8:30 am – 12:30 pm. Location: EHCC boardroom, 8 Old Enfield Road
- Transformational Leadership Level 2:** Must have *Transformational Leadership Level 1*  
Every Wednesday for 10 weeks April 17<sup>th</sup>, 8:30am – 12:30 pm. Location: EHCC boardroom, 8 Old Enfield Road
- Powerful Presentations**  
Every Wednesday for 10 weeks starting April 17<sup>th</sup>, 1:00 pm – 5:00 pm. Location: EHCC boardroom, 8 Old Enfield Road
- Online Apps for Small Business**  
Every Thursday for 10 weeks starting April 18<sup>th</sup>, 8:30 am – 12:30 pm. Location: EHCC boardroom, 8 Old Enfield Road
- Creating Online Visibility for Small Business**  
Every Friday for 10 weeks starting April 12<sup>th</sup>, 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](mailto:info@ehcc.ca) and follow up to make sure it has been received. For more information call 902-883-1010.