

The Business Place is a national network of business information and referral centres. It offers a friendly, accessible walk-in environment where aspiring and existing entrepreneurs can go and access information and support relating to small businesses. The model is a collaboration between Government, the Private Sector and Local Communities with the aim of promoting entrepreneurship and the creation of sustainable businesses.

Topic	Overview	Time	Cost
1 st Crucial Steps to Starting my Business	The purpose of this workshop is to help clients decide whether they are up for both the excitement and the challenges of starting and building a small business.	09h00 – 11h30	FREE
Marketing for SMME's	The purpose of this workshop is to help participants develop ways of marketing their business ventures and expose them to various marketing techniques.	09h30 – 11h30	FREE
Outstanding Customer Services	The purpose of this workshop is to introduce participants to the importance of excellent customer service.	09h00 – 12h00	FREE
Speed Networking Session	The purpose of this session is to network with other potential SMME's and is designed to accelerate business contacts. Speed networking basically involves participants gathering together to exchange information	09h30 – 13h30	FREE
Supply Chain Day	The purpose of this workshop would be for SMMEs to be exposed to various Supply Chains (both Public and Private Sector), and understand their needs, common challenges their respective service providers experience, and opportunities available within their respective Supply Chains. In addition, registration compliance, as well as tendering compliance will be discussed.	09h30 – 14h00	FREE
Tendering for Beginners	Providing entrepreneurs with a better understanding of what a tender documents is. Also where and how to look for tenders, basic compliance and what to consider when tendering.	09h30 – 15h00	FREE
Essentials of Business Plan Development	Introduces entrepreneurs to the importance of the various components of a business plan document as well as the requirements thereof.	09h00 – 12h00	FREE
NHBRC Information Session	Overview of the role of National Home Builders Registration Council. Registration, Renewal and Enrolment for Small Businesses. Why do Construction SMME's need to register with CIDB? Advantages/Disadvantages of having the grading certificate and what it means. Cost implications etc.	09h00 – 13h00	FREE
SARS Information Session	The purpose of this workshop is to provide SMME's with a Small Business Overview, touching on Income Tax, VAT and PAYE and the Tax Clearance Statuses.	09h30 – 11h00	FREE
The Business Place Information Session	General overview of the various products and services offered by The Business Place for both start-up and emerging entrepreneurs.	09h30 – 10h30	FREE
Sustainability for SMMEs in the Marketplace	This programme provides crucial tips and advice to aid SMMEs to be sustainable in the marketplace. All the factors that are important to the entrepreneur in a standard business are critical to the successful sustainable business. Sustainability entrepreneurship builds on the basics of entrepreneurship and extends it to encompass addressing ecological and social concerns through the creation of new enterprises and innovation in existing enterprises.	09h00 – 13h00	FREE

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SocioNext Entrepreneurship Challenge	This programme is designed to help the entrepreneur start up a business in 5 days – with step by step guidance. The course is more practical than theoretical, and provides mentoring for continued business development & growth. The programme furthermore assists entrepreneurs enter more advanced business programmes, and guides with regards to accessing to grant funding.	08:30-16:00 daily for 5 days (Monday – Friday)	FREE
Financial Literacy: Growing My Money	This programme explains saving, identifying how to start saving, discussing ideas to increase income, identifying the difference between saving and borrowing. Other forms of savings are also be discussed such as banking products and informal savings.	09h00 – 12h00	FREE
Financial Literacy: Budgeting & Everyday Banking	This programme covers the importance of budgeting for the entrepreneur, as well as how to use a budget in order to take control of their money and also going through the importance of bank accounts for everyday banking.	09h00 – 12h00	FREE
Financial Literacy: Managing My Debt	This programme explains the various types of credit, requirements & responsibilities, credit worthiness, managing debt and also credit in general as well as the credit life cycle.	09h00 – 12h00	FREE

SERVICES OFFERED

- One-on-One Navigations
- **FREE** internet Access

- Networking Opportunities
- Meeting Facilities

- Business Referrals
- Funding Facilitation

- Workshops/Info Sessions
- Information & Resources

- BBEE Affidavits
- CSD Registration

Kindly note that bookings are essential and can be done via training-pe@tbp.co.za alternatively you can contact any of our offices:

Kwantu Towers (041)450-1940

Uitenhage (041)450-5608

or

Veeplaas (041)450-4665

For any further information and bookings, please email: training-pe@tbp.co.za alternatively contact the respective offices on the numbers provided above.