

Business Basics for Busy People

"The workshop you can't afford to miss!"

Get your finances under control, focus your business, and learn how to organise the future!

Whether you've been self-employed for a while or are just starting out, there's plenty of useful information for you in this workshop.

You'll learn about the essentials of managing your finances, including tax & national insurance, cash flow planning and basic accounting. You will also get tips on different types of business (for example sole trader vs limited company) and how on earth VAT works.

The workshop is held in a relaxed atmosphere with no more than 8 people, allowing time for discussion on the subjects that matter to you.

The course fee includes all training materials, handouts, working spreadsheets and booklets.

Book now:

Thursday 24th January 2008
10:00am to 1:00pm

Venue: Holborn Gate,
High Holborn,
London

Price: £90 +VAT
(= £105.75)

Terms and Conditions apply

About the trainer

David Thomas has been running his own media consultancy and training business since 2004. He has helped well over 400 freelancers and consultants to develop their business skills or set up as a sole trader. Clients include BBC Training and Development, I TV, Capita and BECTU.

He is a highly experienced broadcaster and manager, involved in radio and online production for over 25 years, mostly with the BBC World Service and local radio.

David is a member of the Radio Academy and an Affiliate Member of the Chartered Institute of Personnel and Development.

If you'd like to find out more or need a booking form, please contact us at:...

: training@davidthomasmedia.com : +44 (0)20 7096 1995

What they say about business skills training with David Thomas Media:

"One of the best seminars I've been to. Quite empowering!" Trainee: *Setting up as a Sole Trader*

"Absolutely brilliant...lots of info but all relevant. David was fantastic." BBC Trainee

"In one day David has helped me clarify many priorities - from financial management and forecasting to attracting clients." Trainee: *Business Skills for Freelances & Consultants*