

Objective

To introduce small business owners and prospective business owners to the body of knowledge required to start and/or manage a small business efficiently and effectively.

Who can benefit

Existing or potential micro and small enterprise owners.

Prerequisite

The minimum qualification required for this course is a Secondary School Education.

By the end of the programme

Each student is expected to be able to develop and present a Business plan

Endorsement

This programme is endorsed by the Sir Arthur Lewis Community College.



Programme Outline

- a. Course Introduction/Identifying business opportunities
- b. Forms of Ownership and types of business
- c. Introduction to Management
- d. Introduction to Leadership Theories
- e. Human Resource Management
- f. Interpersonal Skills– Effective Communications
- g. Introduction to Marketing Concepts
- h. Financial Management for Small Business
- i. Business decision & Problem Solving
- j. Business Ethics
- n. Preparation of Business Plans
- o. Money & Banking
- p. The Role of Standards
- q. Fundamentals of the Law of Contract
- r. Insurance
- s. Labour Laws
- t. NIS
- u. Inland Revenue
- v. Customs Matters
- w. Consumer Rights
- x. Business Planning & Wrap Up Session
- y. ASSESSMENT (40% of Final Grade)
- z. BUSINESS PLAN (60% of Final Grade)

Payment

All payments are made through the **Government Treasury using an “A FORM”**, completed and stamped (by SEDU), to be obtained from the office of the **Small Enterprise Development Unit**.

Payment Plan

Participants pay the total course fee prior to the start of the course.

Graduation

Participants will graduate based on successful completion of assessments, assignments, attendance and financial obligations

Refund

Full refund for an enrolled course will be done provided the participant has informed SEDU during the first **two (2) weeks** into the programme. For refunds persons **MUST** present the following:

Letter with request for refund for said Course

National ID for copy

Copy of receipt

Note: Refund will be processed by Treasury according to their schedule.

PARTICIPANTS RESPONSIBILITIES FOR ALL COURSES:

- To ensure the smooth running of the various sessions, the following rules have been established:
- Please ensure that you **sign the Attendance Sheet** every time you attend classes. This is proof that you attended the course.
- To minimize disruptions to classes:

Cell Phones

Kindly keep off or in the vibrate mode.

Avoid answering calls in the class.

- Participants are expected to be punctual for all sessions
- Participants are expected to honour their financial obligations
- It is **your responsibility** to follow up with the facilitator whenever you have been absent for a training session
- Participate in assessments undertaken in the respective Course
- Complete Business plans as assigned in a timely manner



DAYS & TIMES OF CLASSES

Tuesdays and Thursdays from 5:30pm to 7:30pm

VENUE:

Sir Arthur Lewis Community College, Morne Fortune, Castries

COURSE CYCLE:

September - December

February — June

COURSE DURATION:

Seventeen Weeks (17) Weeks

Average
(66)

Sixty Six
Hours

FEE
\$450.00

4th Floor Heraldine Rock Bldg.
Waterfront
Castries

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Www: commerce.gov.lc



**MINISTRY OF COMMERCE, BUSINESS
DEVELOPMENT, INVESTMENT &
CONSUMER AFFAIRS**

**SMALL ENTERPRISE DEVELOPMENT
UNIT**

**SMALL BUSINESS
MANAGEMENT
COURSE
STUDENT INFORMATION**



***Small Enterprise Development
and
Ultimately National Prosperity***