

# Building Business Capability

## Business Development Program

### Program Overview

The City of Ballarat and Department of Innovation, Industry and Regional Development will support the Program with a 2/3 subsidy per business. This means the cost to the business is 1/3 the value at only **\$1,100 plus GST** payable prior to commencement of the workshop and mentoring program.

**Only 15 places are available for the Business Planning**

### Workshop & Mentoring Program

**Workshop:** 23rd July

**Time:** 9.30am—4.30pm

**Venue:** SED Consulting  
8 Field Street  
Ballarat

### For more information:

Contact Jennifer Hudson at  
SED Consulting  
Ph: 5331 2565

The Building Business Capability Program is aimed at small-medium sized businesses keen to develop to the next level.

The Program is targeted at business owners and managers and incorporates two key components:

- An initial one day Business Planning Workshop; and
- Individual Mentoring support program .

The Business Planning workshop will assist participants to document a Business Plan as the framework for the future. The mentoring support program offers individual business 18 hours of one on one support over a period of time. This will be delivered over 3-4 months.

The purpose of the Program is to work closely with individual business owners and managers to develop the capability of the business to move forward with a planned strategy that will deliver tangible outcomes.

Participants will be involved in an interactive, formative, learning program. Key areas to be highlighted:

- Strategic planning;
- Business planning;
- Financial management;
- Performance management and key performance indicators;
- Reporting systems;
- Human resource management;
- Marketing; and
- Environmental Management.

Each participating business will develop and implement (with the assistance of your business mentor) an Action Plan as a framework to ensure business success.

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# Business Development Program

## Registration Form

Business Name:

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Contact Name:

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Address:

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Phone:

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Fax:

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ABN:

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Email:

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Website

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Method of payment:    Cheque             Credit Card

(Please make cheques payable to SED Consulting)

Name on Credit Card

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Credit Card Number

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Signature

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Exp date

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Total  
\$

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### To register:

Send registration form with payment to:

### Post:

Jennifer Hudson  
SED Consulting  
PO Box 2378  
Ballarat Vic 3350

**Fax:** 5331 2989

### Email:

[jenniferh@sedconsulting.com.au](mailto:jenniferh@sedconsulting.com.au)

### Cost:

\$1,100 plus GST  
(Includes morning tea  
and light lunch on  
workshop day)

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