

# ESSENTIAL BUSINESS SKILLS COURSE APPLICATION

## FREE Training for Business Owners, Managers, and Staff

The following is required in order to determine that participants can commit to the program, meet program guidelines and for a preliminary assessment of training needs. Participants will be confirmed by September 5<sup>th</sup>, 2014.

Please indicate Course(s) to be registered:

**Transformational Leadership Skills**

Thurs., Sept. 18 – Thurs., Nov. 20; 8:30 am – 12:30 pm (East Hants & Districts Chamber of Commerce, 8 Old Enfield Rd., Enfield)

Have you completed the Foundational Business Communications Skills Course or had related training? (Recommended for this course)

**Essential Computer Skills for Small Business**

Fri., Sept. 19 – Fri., Nov 28; 9:30 am – 12:30 pm (Elmsdale Library, 15 Commerce Court, Elmsdale)

**Applicants Name:**

**Business Name:**

**Business Mailing Address:**

**Business Location:**

**(If different from above)**

**Phone Number**

**Email:**

**Website:**

**Job title or 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?**

**Please describe any training you have received in the course(s) you wish to be registered:**

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.

Send your completed application to EHCC: email [info@ehcc.ca](mailto:info@ehcc.ca), fax 883-7862, or mail to 8 Old Enfield Road, Unit 301, Enfield, NS B2T 1C9. For additional info please call EHCC at 883-1010

**Apply early as Space is Limited to 12 Participants.  
Deadline for Applications is September 5<sup>th</sup>, 2014.**

