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## Merry Christmas from all at the Business Centre!!



[Click here to view our Christmas greeting: Christmas Greeting](#)

### Changes to skills funding and legislation for small firms

The coalition Government's new Strategy for Skills and its ongoing review of business regulations inherited from the previous Government, have introduced changes to training and skills funding and legislation for small businesses. Under the coalition Government's new strategy, small businesses will be expected to pay half the cost of basic training up to GCSE equivalent Level 2 for staff from 2013, while the Government pays the rest. Additionally, the Government has announced that employees in businesses with fewer than 49 staff are to be exempt from a right to request time off for training. There is more on this story at:

[http://cobwebinfo.com/site/article\\_detail/item14295/?link\\_466=14295](http://cobwebinfo.com/site/article_detail/item14295/?link_466=14295)

**We can fully fund training for new or existing staff via Apprenticeship funding – eligibility criteria applies and £250 contribution for staff over 25. Click here for more information: [Apprenticeships](#)**

### Mentoring network will benefit small businesses

Business Secretary Vince Cable has announced plans to create a 40,000-strong mentoring network that will provide assistance to start up businesses. Financial mentoring will be a particular feature of the new scheme. Mr Cable called on established firms to get involved in the network to provide support to people just starting up in business. For more on this story go to:

<http://www.managers.org.uk/news/start-firms-could-benefit-new-mentoring-network>

**Discover how to boost performance through workplace coaching and mentoring: [ILM Level 3 Award in Work Place Coaching](#)  
[ILM Level 5 Certificate in Management Coaching and Mentoring](#)**

## Book Now to Boost your Business Skills in the New Year

[Telephone Techniques\\* Half Day - £65](#)

13 Jan 2011

Tregye

[Minute Taking](#)

27 Jan 2011

Penwith College

[Essential Office Skills](#)

8 Feb 2011

Tregye

[Change Management](#)

8 Feb 2011

Tregye

[PR Skills](#)

17 Feb 2011

Penwith College

[E-Marketing](#)

24 Feb 2011

Penwith College

All seminars are £125 but can be fully funded if you sign up to do a funded short qualification in Adult Literacy or Numeracy. Call now for more information: 01872 242711

**Book Online: [Click Here](#)**

**Request a call back: [Click Here](#)**

To book: t: 01872 242711, e: [businesscentre@truro-penwith.ac.uk](mailto:businesscentre@truro-penwith.ac.uk)



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## Achieving Excellence Conference

Rescheduled for Tuesday 18<sup>th</sup> January 2011 – 9am (for 10am start) – 3.30pm  
Pavillion Centre, Royal Cornwall Showground, Wadebridge

Guest speakers include:

**Tracie Seebold** - Positive Leadership and Executive Coach, Elevate

**Carleen Kelemen**, IOD Devon & Cornwall Vice Chair & Director of Convergence for Cornwall and IOS.

Workshops on:

Positive Leadership

Colour Works

Marketing your Online Business

Mastering Time Management & Productivity

Language of Business Success

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£25.85 inc vat for Empowering Smart Women and IOD members

£49.35 inc vat for non-members

**Everyone welcome!**

Limited Places – Book Now: [www.trurocollege.ac.uk/esw](http://www.trurocollege.ac.uk/esw)



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Skills  
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## UK colleges deliver training that helps small businesses

Small and medium-sized enterprises are benefiting from training at UK colleges, which are helping them to develop the skills of their employees and improve productivity. According to a survey by the Association of Colleges (AoC), colleges are able to deliver 70% of training in the employer's own workplace. Among the main sectors to benefit from the training are hospitality, catering and tourism. There is more on this story at:

<http://www.caterersearch.com/Articles/2010/11/12/335903/UK-colleges-deliver-real-benefits-for-SMEs.htm>

**Train your business your way! Find out about our: [In-Company Training Solutions](#)**

## 'Time to Pay' squeeze will hit vulnerable businesses hardest in 2011

Restriction on 'Time to Pay' facilities, which allow businesses experiencing cash flow problems to delay their tax liabilities, will be one of the most serious challenges to small business growth in 2011. Research conducted by R3, the Association of Business Recovery Professionals, found that almost a third (29%) of insolvency experts think that a squeeze of the 'Time to Pay' facility will be one of the most harmful potential developments. This was followed by the impact of public sector cutbacks and modest rises in interest rates, each cited by 23% of the insolvency experts questioned. There is more on this story at:

<https://www.r3.org.uk/newsandpress/default.asp?page=1&i=523&id=520#PressStory>

**Are you confident in managing your business finance: [Understanding and Controlling Costs](#)**

## Businesses struggling to recruit staff with financial skills

An increasing number of firms are struggling to recruit staff with financial skills, according to a survey of finance and accounting departments within businesses. Recruitment specialist Poolia found that more than a third of businesses (38%) have experienced problems recruiting skilled finance and accounting employees, especially at managerial level. Some 17% of businesses surveyed also predict further redundancies in 2011. There is more on this story at:

[http://www.recruitmenttoday.net/News/Story/?storyid=2037&type=news\\_features](http://www.recruitmenttoday.net/News/Story/?storyid=2037&type=news_features)

**Discover the secret to recruit the right staff for your business: [Recruitment and Selection Techniques](#)**



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## LEADERSHIP AND MANAGEMENT DEVELOPMENT

### Senior Management - ILM Level 5 Award \*\*\* Last Few Places \*\*\*

An 8 day course, held over 4 months, which develops basic middle management skills and knowledge. The mandatory unit, 'Understanding the management role', examines organisational structure and function, the roles and responsibilities of middle managers and the effect of communication and interpersonal skills on managerial performance. The course is practically based to complement the individual's role within the workplace and is tailored with flexible and practical work based assignments. The emphasis on an individual's work environment maximises the value and transfer of learning into the workplace.

**Starts 20<sup>th</sup> January 2010 / Tregye / 09:00-17:00 / £950 (plus reg and cert) [I need funding](#)**

To book: t: 01872 242711, e: [businesscentre@truro-penwith.ac.uk](mailto:businesscentre@truro-penwith.ac.uk) or [BOOK ONLINE](#)

### Management - ILM Level 3 Programme

This is a 13 day programme, held over 26 weeks, and is a concise qualification which gives an introduction to the basic skills, knowledge, and understanding required by today's first line manager or aspiring first line manager. The mandatory unit in 'Solving Problems and Making Decisions' is designed to develop practical techniques for tackling managerial problems and decisions from gathering and interpreting information through to the effective communication of outcomes.

**Starts 2<sup>nd</sup> February 2011 / Tregye / 09:00-17:00 / £950 (plus reg and cert) [I need funding](#)**

To book: t: 01872 242711, e: [businesscentre@truro-penwith.ac.uk](mailto:businesscentre@truro-penwith.ac.uk) or [BOOK ONLINE](#)

### Coaching and Mentoring in Management – ILM Level 5 Certificate

This qualification provides practising managers with the knowledge, skills and confidence to perform effectively as coaches or mentors as part of their normal work role. The 8 day course includes building relationships, values and standards, organisational implications, skills building, goal setting and planning and delivering coaching programmes.

**Starts 10<sup>th</sup> March 2011 / Tregye / 09:00-17:00 / £950 (plus reg and cert) [I need funding](#)**

To book: t: 01872 242711, e: [businesscentre@truro-penwith.ac.uk](mailto:businesscentre@truro-penwith.ac.uk) or [BOOK ONLINE](#)

### Pensions scheme will cost small firms, warns business group

The Government's mandatory pension scheme which will be introduced from 2012 will cost small firms £2,250 a year in administration costs, according to the Federation of Small Businesses (FSB). The business group claims that a firm employing just four employees each on £25,000 will have to pay these costs, despite Government claims that it will cost just £46 per employee. The FSB wants the Government to undertake an impact assessment to work out just how much the scheme will cost. For more on this story go to: <http://www.dailymail.co.uk/news/article-1328363/New-pension-scheme-rules-cost-small-firms-2-550-year.html>

### **Free half day conference:**

## **SMARTER BUSINESS**

### **7 Wonders of the Business World**

Key Note speech by Jeremy Filmer-Bennett,  
Chief Executive, Devon and Cornwall Business Council

#### **Selection of business boosting workshops:**

- **Business that doesn't cost the Earth**
- **Improving Cash Flow and Reducing Costs**
- **Positive Marketing and Persuading the Press**
- **Manage to Motivate – Getting the Best from your Staff**
- **Showcase your Business through Successful Events**
- **Finders, Keepers! Recruiting the Right Staff and Keeping Them**
- **Money Matters – Finding the Funds!**

#### **Plus Networking, Exhibitions and much more!**

**Rescheduled for Tuesday 8<sup>th</sup> March 2011, 9am – 13.30pm followed by lunch  
Pavillion Centre, Royal Cornwall Showground, Wadebridge**

RSVP by 25<sup>th</sup> Feb 2011. Register online at [www.trurocollege.ac.uk/smarterbusiness](http://www.trurocollege.ac.uk/smarterbusiness)

Phone: 01872 242718 Fax: 01872 242710 Email: [businesscentre@truro-penwith.ac.uk](mailto:businesscentre@truro-penwith.ac.uk)

Free places are strictly limited and bookings will be accepted on a first come first served basis.



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## Brits prepared to work into 70s but businesses unprepared for supporting older workers

A report by financial services firm Friends Provident has revealed that some 40% of respondents have said they are prepared to work into their 70s, well past the default retirement age of 66. The report also claims that almost a third of people don't have a pension, and claims the main reasons why people plan to work past retirement age are to relieve boredom and maintain social contact. Meanwhile, a survey by the British Institute of Facilities Management (BIFM) has claimed that half of the organisations surveyed fail to take into account the workplace needs of their oldest and youngest employees and do not understand the impact of an ageing workforce on their business. The BIFM said the results of the survey were "alarming". There is more on this story at:

<http://connectedpr.com/leesman/2010/11/11/the-british-institute-of-facilities-management-reveals-almost-half-of-organisations-are-unprepared-for-an-ageing-workforce/>

## Flexible working requests could be extended to all staff from 2012

The right to request flexible working could be extended to all staff from 2012, according to a business plan that has been published by BIS. Currently, parents of children under 17 and of disabled children under 18 have a statutory right to request flexible working. The plan from BIS outlines a timeline for looking at responses to a consultation on the extension of the right to request flexible working to all employees, scheduled to take place between April and December 2011. This has led to speculation that the legislation will come into force in April 2012. There is more on this story at:

<http://www.personneltoday.com/articles/2010/11/09/56895/right-to-request-flexible-working-extension-to-all-staff-expected-in-april.html>

Truro and Penwith College Higher Education

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[Understanding & Controlling costs](#)

[Event Management](#)

[Project Management](#)

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[Leadership & Teamwork](#)

[Introduction to Public Relations](#)

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[Performance Psychology](#)

[Interpersonal & Group work skills](#)

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Courses start from just £275 and can be part-funded by the European Union through the European Social Fund (subject to eligibility).

For more information contact Toni Drew: t: 01872 242711

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