



Powering  
your business  
with your people



# Thinking Ahead

## Employing people for a successful business

An organisation is only as good as its people. And to run your business as profitably as possible, you need to motivate employees to perform. This event will provide you with the tools to create and sustain an efficient, professional and dedicated workforce.

At this half-day workshop you will learn more about:

- performance managing new staff through role definition of objectives, expectations, outcomes and timeframes
- avoiding recruitment pitfalls
- drafting a suitable job description, person specification and application form
- managing and monitoring individual contributions to success, absence, attendance records and controlling people costs
- developing a fit-for-purpose Contract of Employment
- clarifying responsibilities and accountabilities, relationships and interactions
- understanding an employer's legal obligations to employees, including anti-discrimination legislation

### Dates, venues and time

- 22 June 2011  
Wellington, Somerset
- 29 June 2011  
Exeter, Devon

All venues:  
Registration from: 09.00  
Event: 09.30 – 12.30

There is no cost to attend this event, but places are limited to one delegate per organisation, and only to businesses that are expanding, growing or taking on staff. Due to funding criteria, this event is not open to those working in the healthcare, hospitality, retail, financial services, wholesale or agricultural sectors.

See the booking form overleaf...

**Business Link**

# 'Thinking Ahead - Employing People for a Successful Business' Booking Form

You can book your place by contacting your Business Link adviser or via any of the following:

PHONE ON: 0845 600 9966

FAX TO: 01752 770184

E-MAIL TO: enquiries@blpeninsula.co.uk

## Events dates, venues and time

- 22 June 2011  
The Cleve Hotel, Wellington,  
Somerset TA21 8SN
- 29 June 2011  
Sandy Park Conference Centre,  
Exeter, Devon EX2 7NN

All venues:

Registration from: 09.00

Event: 09.30 – 12.30

Buffet lunch included

Date of event .....

Venue .....

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Title .....

Initials/First name .....

Surname .....

Position .....

Business name .....

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Address .....

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Postcode .....

Tel .....

E-mail .....

No. of employees .....

Trading start date .....

Any dietary/accessibility requirements?

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**Data Protection:** Peninsula Enterprise, which delivers the Business Link service, records and holds customer information in a database. We will handle and process all personal data in accordance with the Data Protection Act 1998 and take all reasonable measures to ensure that your data is held and processed securely. If you do not wish to receive communication in the future from Peninsula Enterprise please tick the box:



This event is part of the Business Link service, which also includes:

- information and advice
- on-line business ideas and personal entrepreneurship reviews
- awareness sessions
- training sessions
- intensive assistance for those businesses with real potential to grow