



# Tourism Training Directory

PREPARED BY: TIPPERARY DESTINATION RECOVERY TASKFORCE

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## **Tipperary Local Enterprise Training Schedule**

All courses can be found at the following link:

<https://www.localenterprise.ie/tipperary/Training-Events/Online-Bookings/>

All courses are held online.

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### **Workshop**

#### **Growing LEAN - programme introduction 20<sup>th</sup> of September 2021 at the Horse and Jockey Hotel, Thurles**

##### **Programme Outline:**

This free workshop delivers an introduction to Lean principles and the benefits to your business including improve profits, customer service and employee engagement.

- How Streamlining Material Flow improves customer service, streamlines operations and significantly reduces work-in-progress.
- Visual Management techniques that quickly identify variances from required standards and encourage employee self-management.
- Key Performance Indicators that drive operational performance improvement.
- Using Value Adding & 7 Wastes analysis to significantly reduce costs and increase profit.
- Why Workplace Organisation (5S) techniques ensure safety, efficiency and best use of space.
- How Plan-Do-Check-Act learning cycles ensure sustained improvement.

**Cost:** Free

**Booking:** <https://www.localenterprise.ie/Tipperary/Training-Events/Online-Bookings/Growing-LEAN-programme-introduction.html>

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### **Workshop**

#### **The Companies Act explained – ODCE - 22<sup>nd</sup> of September from 10am until 11:30am**

##### **Programme Outline:**



The Office of the Director of Corporate Enforcement (ODCE) has launched a new publication called A Single Guide for Companies. This guide has been prepared in response to frequent requests for a single publication to explain the main roles and responsibilities of the key parties in companies and complements their suite of popular Information Books and Quick Guides.

We are fortunate to have David Hegarty, Enforcement Portfolio Manager with the ODCE who will deliver an information presentations to Start-up Companies, Small & Medium Enterprises and the Voluntary Sector.

The talk will cover the Role and functions of the ODCE along with the various types of Company Directors and their role and duties (both statutory and fiduciary) under the Companies Act in areas such as:

- books and records
- accounts
- annual general meetings
- registered office, registers to be maintained, etc.

**Cost:** Free

**Booking:** <https://www.localenterprise.ie/Tipperary/Training-Events/Online-Bookings/The-Companies-Act-explained-ODCE.html>

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## **Social Media**

**What Social Media Platform is right for your business? 28<sup>th</sup> of September from 10am until 1pm**

### **Programme Outline:**

Many business owners and managers are perplexed when it comes to what social media platforms they should be on and how best to manage each platform effectively.

There are many options to choose from when it comes to social media marketing and some platforms work better for some businesses and sectors than others.

In this workshop, we look at some of the most popular social media platform options available to businesses and which works best.

In this interactive workshop filled with top tips for social media content and engagement, participants will explore examples of best practice and how to effectively use the appropriate social media platforms for their business.

**Cost:** €10



**Booking:** <https://www.localenterprise.ie/Tipperary/Training-Events/Online-Bookings/What-Social-Media-Platform-is-right-for-your-business-.html>

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## **Business Training**

**Expression of Interest - Owner Management Development Programme – 29<sup>th</sup> of September from 10am to 12 noon at the Horse and Jockey Hotel**

### **Programme Outline:**

The Owner Management Development programme is aimed at owner managers of small businesses, who are anxious to acquire the extra skills/knowledge to develop their business on to the next stage. The content and intensity of the programme modules will be based on the training need requirements of the participating companies

**Cost:** Free

**Booking:** <https://www.localenterprise.ie/Tipperary/Training-Events/Online-Bookings/Expression-of-Interest-Owner-Management-Development-Programme.html>

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## **Social Media**

**Facebook for Beginners – 30<sup>th</sup> of September from 10am until 12 noon**

### **Programme Outline**

- Learn the steps in creating a Business Facebook Page
- Understand how to increase Likes / Share / Reach on Facebook
- Understand the value of the business brand on Facebook
- Engaging with customers and building customer loyalty through Facebook
- Learn how to evaluate Facebook in relation to their own business and how it can be used to enhance customer engagement and generate more sales.
- See where Facebook has been used successfully to enhance a business of an SME in similar industries.
- Learn the free tools available to enhance their social media input and also reduce their social media input time.
- Gain new and fresh ideas on how to share content and build the Facebook Followers, Likes and Social Interactions



- Learn good Customer Relationship Management techniques through Facebook.

**Cost:** €10

**Booking:** <https://www.localenterprise.ie/Tipperary/Training-Events/Online-Bookings/Facebook-for-Beginners1.html>

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### **Start Your Own Business (6wk pm)**

**This programme will run over 6 weeks Wednesday 6, 13, 20 & 27 October, 3 & 10 November – 6:30pm until 9:30pm**

#### **Programme Outline:**

##### **Self-Assessment**

- Introduces participants to the concept of entrepreneurship and what it means to be a business owner.
- It will look at the ups and down sand how to deal with both.

##### **Legal Issues for Start-up businesses**

- The aim of this topic is to show participants the formal vehicles to sue to conduct business, particularly the new companies acts and legislation.
- Introduces the self-assessment taxation system and your responsibilities to the Revenue.
- How to protect your business idea online

##### **Market & Market Research**

- Aims to give a solid professional grounding in the principles of marketing and developing marketing plan.

##### **Sales & Networking**

- Sales are core to all businesses
- Prepare your sales pitch for immediate use even before it starts

##### **Administration & Book Keeping.**

- Gain an understanding of the importance of good financial management
- Basic Book Keeping
- Internal controls
- Revenue ready accounts
- How, why and when to register for tax

##### **Finance & Financial Management**



- Sources of finance
- Costing your product / service
- Basic tools to ensure profitability

**Cost:** €30

**Booking:** <https://www.localenterprise.ie/Tipperary/Training-Events/Online-Bookings/Start-Your-Own-Business111111.html>

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## **Business Training**

### **Sales & Marketing for small business**

**12<sup>th</sup> 19<sup>th</sup> & 26<sup>th</sup> October & 2<sup>nd</sup>, 9<sup>th</sup> & 16<sup>th</sup> of November from 6:30pm until 9:30pm**

#### **Programme Outline:**

Learn the importance of marketing for your business and how to plan and implement a marketing strategy. Learn practical sales skills and techniques to create an effective sales plan.

**Cost:** €20

**Booking:** <https://www.localenterprise.ie/Tipperary/Training-Events/Online-Bookings/Sales-Marketing-for-small-business.html>

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## Tipperary ETB

All courses can be found at:

<http://tipperary.etb.ie/further-education/courses/?search=1&view=0>

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### **328668 - Computer and Office Skills (Thurles CTC)**

The aim of this programme is to enable the learner to develop the relevant knowledge, skill and competence in a broad range of personal skills which enable personal development and active citizenship, and/or to progress to employment and/or further education or training.

<http://tipperary.etb.ie/further-education/courses/?sfcw-courseId=328668>

**Contact:**

Ann Ryan  
0504 21592  
[info@thurlesctc.ie](mailto:info@thurlesctc.ie)

**Start Date:** 04/10/2021

**Duration:** 105 Weeks

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### **307534 - Clonmel Payroll Manual and Computerised 5N1546 Level 5 (Evenings)**

<http://tipperary.etb.ie/further-education/courses/?sfcw-courseId=307534>

This programme module aims to equip the learner with the knowledge, skills and competence necessary to enable them operate and maintain accurate payroll records using manual and computerised systems, for an organisation, working under general direction and supervision.

**Contact:**

Brigid-Ann Whelan  
052 6176755  
[bwhelan@tipperaryetb.ie](mailto:bwhelan@tipperaryetb.ie)

**Start Date:** 10/01/2022

**End Date:** 05/04/2022

Duration: 12 Weeks





## **County Tipperary Skillnet**

**Training events can be found at;**

**[https://www.countytipperaryskillnet.com/training\\_programmes.html](https://www.countytipperaryskillnet.com/training_programmes.html)**

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### **Rethinking how to Attract and Retain Great People**

**(12th October 2021 from 10:30 am - 12:00 pm)**

**Cost:** Free

In today's digital world, information abounds. People who are looking for new employment are savvy enough to find out what your company is about, its core values, its culture and if it is a place where they want to work. The question is, is your company attractive? Are there opportunities for career growth, personal development or innovation? Does your company promote giving back to the community? Is there a team-based approach, and will their voice be heard?

This webinar will give business leaders the opportunity to reflect on the reality of their company's current climate and culture, as well as asking the tough questions about what key factors make their company great. There will also be discussion around the top factors that prospective employees are seeking when looking for work, and companies need to decide which of these factors are feasible in their current business structure.

**Book from:**

**[https://www.countytipperaryskillnet.com/store/p143/Rethinking\\_how\\_to\\_Attract\\_and\\_Retain\\_Great\\_People\\_-\\_FREE.html](https://www.countytipperaryskillnet.com/store/p143/Rethinking_how_to_Attract_and_Retain_Great_People_-_FREE.html)**

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### **Planning and Holding Successful On-Line Sales Meetings**

**(26th October 2021 from 10:30 am - 12:00 pm)**

**Cost:** Free

With salespeople missing the face-to-face interactions with prospects, clients and partners, the shift to a hybrid working model now seems inevitable for most organisations. This 90-minute webinar is designed to help participants develop new sales strategies and give them the confidence to conduct successful and effective online sales events and meetings. It will also help participants to create and manage new client relationships.



**Book from:**

[https://www.countytipperaryskillnet.com/store/p144/Planning\\_and\\_Holding\\_Successful\\_On-Line\\_Sales\\_Meetings\\_-\\_FREE.html](https://www.countytipperaryskillnet.com/store/p144/Planning_and_Holding_Successful_On-Line_Sales_Meetings_-_FREE.html)

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### **Communication Skills and Preferences**

**(9th November 2021 from 10:30 am - 12:00 pm)**

**Cost:** Free

The workplace has changed dramatically over the past 15 months, from teams working in the same physical offices to the vast majority of people working remotely, which has changed the way we work, think, and communicate. Work is evolving, and the recent release of the Government's "Making Remote Work" strategy means that the realities of remote working are becoming a more permanent fixture in companies across Ireland.

And, as companies return to a "hybrid" working model in the coming months, communication skills are a vital part of team success. This workshop will help participants to consider the benefits and challenges of remote working,

to evaluate the current methods and preferences of communication within departments and teams, to understand the Four Pillars of Emotional Intelligence and how that relates to communicating with others, and the benefits of staying connected while working remotely.

**Book from:**

[https://www.countytipperaryskillnet.com/store/p145/Communication\\_Skills\\_and\\_Preferences\\_-\\_FREE.html](https://www.countytipperaryskillnet.com/store/p145/Communication_Skills_and_Preferences_-_FREE.html)

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### **Microsoft Word Intermediate**

**(7th October 2021)**

**Cost: €59.00**

This intermediate course is specifically for those who already very familiar with Microsoft Word and who wish to bring their knowledge to the next level. This course is designed to teach you the best way to lay out a document with particular attention paid to detail.



**Book from:**

[https://www.countytipperaryskillnet.com/store/p142/Microsoft\\_Word\\_Intermediate.html](https://www.countytipperaryskillnet.com/store/p142/Microsoft_Word_Intermediate.html)

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### **Regional Leaders Programme**

**(22nd September 2021 from 12.30pm- 2.00pm)**

**Cost:** €262.50

This programme will have a hugely positive impact on your career and personal life and is arranged around your own schedule over a nine-month period.

With over 40 leaders to choose from, bi-monthly group learning sessions, speaker lunches and extensive networking opportunities, this programme is a must for anyone looking to further their career or expand their network.

**Book from:**

<https://www.countytipperaryskillnet.com/store/p31/Regionalleaders.html>

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### **Building an Agile Business for a Sustainable Future**

**(30th November 2021 from 10:30 am - 12:00 pm)**

**Cost:** Free

Unexpected change can place a lot of pressure on your business, to ensure you not only survive, but thrive, you need to be prepared to deal with it. Yet as time bring new challenges some organisations are being left behind. An agile business will support you in adapting to the unexpected while ensuring your business is financially viable and has a contingency is in place.

This 90-minute workshop will provide the participants with a deeper understating of what it means to be an agile organisation.

**Book from:**

[https://www.countytipperaryskillnet.com/store/p146/Building\\_an\\_Agile\\_Business\\_for\\_a\\_Sustainable\\_Future\\_-\\_FREE.html](https://www.countytipperaryskillnet.com/store/p146/Building_an_Agile_Business_for_a_Sustainable_Future_-_FREE.html)

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## **Fáilte Ireland**

Stay up-to-date with Fáilte Ireland by setting up an account on their website and availing of the wide variety of courses they have available.

### **Link to Website:**

**<https://tradeportal.failteireland.ie/my-business-supports/>**