

SWEET

pdt employment



**Don't delay!
Register today!**

VIRTUAL TRAINING

**JOIN US
FROM
YOUR
HOME!**

AUTUMN 2020 EDITION

**All classes are live on
Zoom with a small group
of like-minded women.**

**Email Neisha@pdt.org.uk
to secure your space,
today!**

**Timetable
Overleaf**

**To join any of these courses, you will need access to a video calling device
(smartphone, laptop, tablet), internet access and a can-do attitude!**



15/9

Mission Motivation

11am - 11:45am

wake up - you vs world - always tomorrow

15/9

Self-Employment

1pm - 3pm

Part 1: Business mind map
#planning

16/9 OR 17/9

Safeguarding - L2

10am - 3pm

Safeguarding vulnerable adults
(course repeated on both dates)

22/9

Capture your Confidence

11am - 11:45am

looking within - strength - building blocks

22/9

Self-Employment

1pm - 3pm

Part 2: Monetising your brainchild
#income

23/9 OR 24/9

Lone Working - L2

10am - 3pm

Employed and working alone
(course repeated on both dates)

29/9

Goals for Gains

11am - 11:45am

dreams - planning - fear

29/9

Self-Employment

1pm - 3pm

Part 3: Writing your business plan
#proposal

30/9 OR 01/10

Health & Safety-L2

10am - 3pm

Health & Safety in the workplace
(course repeated on both dates)

06/10

Typical Timing

11am - 11:45am

time management - organisation - schedules

06/10

Self-Employment

1pm - 3pm

Part 4: Finance 101: Book-keeping and HMRC #finance

13/10

Serious Selfcare

11am - 11:45am

mind. - body - mum's matter

13/10

Self-Employment

1pm - 3pm

Part 5: Business and benefits
#Income

15/10

Money Matters (1)

10am - 3pm

Building a personal budget
(this course is in two parts)

20/10

Self-Employment

10am - 3pm

Part 6: Digital marketing for free & registering your business

22/10

Money Matters (2)

10am - 3pm

Maintaining budget and debts
(this course is in two parts)