

Workplace Education Application Business Skills for Growth & Profitability

**You must *DOWNLOAD* this PDF and save it to your computer before filling it out.
To properly complete the form and ensure the information is recorded correctly,
you must open it within Adobe Reader or Adobe Acrobat. When completed please save it again.**

CEED and the Department of Labour and Advanced Education are pleased to offer a **fully funded**, 40-hour training program for **those that are employed or self-employed**, entitled **Business Skills for Growth & Profitability**.

The following is a sample of the topics that will be covered.

- Strategic Positioning for Success
- Marketing Fundamentals
- Pricing for Profit
- Successful Selling Techniques
- Negotiating for Success
- Strategic Planning for Growth

Classes will take place at CEED on Thursday evenings from 6 pm - 9 pm beginning on February 28, 2019 with the last class scheduled for May 23, 2019.

A refundable deposit of \$75 (payable by e-transfer or credit card) is required upon acceptance into the program. Deposits are returned to participants upon completion of the course provided 80% of classes have been attended (11 of 13 weeks). Attendance is recorded by the instructor.

The information in this form is required in order to determine an applicant's eligibility and ability to commit to the program.

Applicant Name: _____

Phone: _____ Email: _____

Business/Employer Name: _____

Business/Employer Address: _____

Position/Title: _____

Years involved with the Business: _____ Employed Self-Employed

I understand the time commitment of this course and commit to attending all sessions to the best of my ability.

I understand that upon acceptance into this course, I must provide my Social Insurance Number to the Department of Labour and Advanced Education.

Date: _____

**Please send your saved and completed form by email to trichardson@ceed.ca, or fax to (902) 482-0291.
Application deadline is Monday February 18, 2019 11:59 pm.
Those that are accepted into the program will be notified via email by February 20, 2019 4:30 pm.
A maximum of 15 participants will be accepted.**

**Once an applicant is accepted into the program, deposits will be collected and processed.
The instructor will then contact each participant to conduct an individual needs assessment, via telephone/email
to ensure program content is adapted/tailored to those attending.**