



## Becoming self-employed

### Who is this course for:

This one-day course is suitable for those who are considering or are in the process of becoming a self-employed occupational health (OH), safety or HR professional. With the demise of the government small business support organisation 'Business Link' a few years ago there is differing coverage of new start-up and SME (small and medium enterprise) business growth support across the country. Post-course follow-up support through individual and/or group mentoring or other provision can be requested as needed.

### Trainers:

The training team are experienced practitioners who run their own businesses (sole trader and limited). They have a variety of professional backgrounds including nursing, therapy and/or safety with training and management experience including for example, sales & marketing, networking, needs analysis, risk management, budgeting, creating and responding to tenders, customer and contract management and using contractors. They have experience within a variety of sectors including industry, utilities, heavy manufacturing, aviation, horse racing, food & drink production, warehousing & distribution, local government, fire service, police force, NHS, social care, education, insurance and other service sectors. Come and learn from their and other delegate's experiences.

### Why attend:

Becoming self-employed is an exciting but daunting career step to take. The setting up of a business whether sole trader or other such as limited is relatively easy to complete in practice but that is just the beginning and there are many factors that you need to consider to identify whether self-employment is right for you or an option you can start to work towards either now or in the future.

### What may be covered (overview & indicative content):

- What transferrable skills, knowledge, attitudes, training, experience and competence do I have?
- What do I need and how can that gap be filled?
- Is self-employment right for me? What are the benefits and downsides? Working from home?
- What type of business & legal structure is right for me?
- Choosing and protecting your business name
- Legal and tax considerations for new businesses - contracts, intellectual property, IR35 assessment
- Business planning - why this is key to success
- Market and competitor analysis - Finding space in a niche market
- Financial forecasting; maximizing and building cash-flow
- Calculating day rates and covering costs, use of retainers
- Choosing bank accounts and fees, accounting software, invoices and late payments
- Sources of start-up funding for operating, salary and equipment costs
- Use of IT, data protection, email and storage of confidential health and medical information
- Insurance needs
- Planning ahead for when things will go wrong e.g. if you are ill or injured and hard times
- Meeting your personal needs and career development, delegation both now and in the future

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