

NEIS Weekly Training Schedule April – June

NOTE – ALL TIMES ARE AEST



Week 1	Week Commencing 13/04/20; Week Commencing 04/05/20; Week Commencing 25/05/20			
	9.30am - 10.30am	11.15am - 12.15pm	1.00pm 2.00pm	2.30pm - 3.30pm
Day 1 Monday	Lecture 1.1	Lecture 1.2	Lecture 1.3	Lecture 1.4
Intro & Market Research	Introduction Business Model Canvas Explained	Value Proposition	Value proposition continued Goal setting	Get out of the Building
	Facilitator: India Moderator: Kevin	Facilitator: Sally Moderator: India	Facilitator: Kevin Moderator: Sally	Facilitator: India Moderator: Kevin
Day 2 Tuesday	Lecture 2.1	Lecture 2.2	Lecture 2.3	Lecture 2.4
Situational Analysis & Business Law	SWOT Analysis	PEST Analysis	Risk Analysis	Business Registrations Legal Structures
	Facilitator: Sally Moderator: India	Facilitator: Kevin Moderator: Sally	Facilitator: India Moderator: Kevin	Facilitator: Sally Moderator: India
Day 3 Wednesday	Lecture 3.1	Lecture 3.2	Lecture 3.3	Lecture 3.4
Business Law	Insurance	Licencing Requirements Professional Affiliations	Record keeping Contracts	WHS Australian Consumer Law
	Facilitator: Kevin Moderator: Sally	Facilitator: India Moderator: Kevin	Facilitator: Sally Moderator: India	Facilitator: Kevin Moderator: Sally
Day 4 Thursday Q & A sessions	Q & A Session 1	No Session	Q & A Session 2	No Session
	Facilitators: Kevin & Sally		Facilitators: Kevin & Sally	

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Week 2	Week Commencing 30/03/20; Week Commencing 20/04/20; Week Commencing 11/05/20; Week Commencing 01/06/20			
	9.30am - 10.30am	11.15am - 12.15pm	1.00pm 2.00pm	2.30pm - 3.30pm
Day 1 Monday	Lecture 4.1	Lecture 4.2	Lecture 4.3	Lecture 4.4
Marketing	Competitive Analysis	Target Market (Customer Segments)	Customer Profiling Customer Relationships	The 5 P's of Marketing: Product
	Facilitator: India Moderator: Kevin	Facilitator: Sally Moderator: India	Facilitator: Kevin Moderator: Sally	Facilitator: India Moderator: Kevin
Day 2 Tuesday	Lecture 5.1	Lecture 5.2	Lecture 5.3	Lecture 5.4
Marketing	The 5 P's of Marketing: Price	The 5 P's of Marketing: Place People	The 5 P's of Marketing: Promotion	The 5 P's of Marketing: Promotion (Social Media) Marketing Hacks
	Facilitator: Sally Moderator: India	Facilitator: Kevin Moderator: Sally	Facilitator: India Moderator: Kevin	Facilitator: Sally Moderator: India
Day 3 Wednesday	Lecture 6.1	Lecture 6.2	Lecture 6.3	Lecture 6.4
Operational Planning	Business Process maps Key Resources	Stock Suppliers	Trading Hours Communication Channels Credit Policies	Quality Assurance
	Facilitator: Kevin Moderator: Sally	Facilitator: India Moderator: Kevin	Facilitator: Sally Moderator: India	Facilitator: Kevin Moderator: Sally
Day 4 Thursday	Q & A Session 1	No Session	Q & A Session 2	No Session
Q & A sessions	Facilitators: Kevin & Sally		Facilitators: Kevin & Sally	

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Week 3	Week Commencing 06/04/20; Week Commencing 27/04/20; Week Commencing 18/05/20; Week Commencing 08/06/20			
	9.30am - 10.30am	11.15am - 12.15pm	1.00pm 2.00pm	2.30pm - 3.30pm
Day 1 Monday	Lecture 7.1	Lecture 7.2	Lecture 7.3	Lecture 7.4
Financial Plan	Financial Plan: Tables 1 - 4	Financial Plan: Tables 5 - 8	Financial Plan Q & A	Financial Plan Q & A
	Facilitator: Sally Moderator: Kevin	Facilitator: Sally Moderator: Kevin	Facilitator: India Moderator: Sally	Facilitator: India Moderator: Kevin
Day 2 Tuesday	Lecture 8.1	Lecture 8.2	Lecture 8.3	Lecture 8.4
Financial Plan	Financial Plan Review Objectives and Goals Banking & Payments	Sources of Finance	Financial Tools Part 1: Break Even	Financial Plan Q & A
	Facilitator: Sally Moderator: Kevin	Facilitator: India Moderator: Sally	Facilitator: Kevin Moderator: India	Facilitator: Kevin Moderator: India & Sally
Day 3 Wednesday	Lecture 9.1	Lecture 9.2	Lecture 9.3	Lecture 9.4
Human Resources	Organisational Structure Staff Resources Key Partners	Recruiting Staff Designing Job Descriptions Advertising & Interviewing	Induction Processes Professional Development Managing Staff	Conflict Resolution Staff Dismissal NEIS Eligibility Checklist
	Facilitator: India Moderator: Sally	Facilitator: Sally Moderator: Kevin	Facilitator: Kevin Moderator: India	Facilitator: Kevin Moderator: India
Day 4 Thursday Q & A sessions	Q & A Session 1	No Session	Q & A Session 2	No Session
	Facilitator: Kevin & Sally		Facilitator: Kevin & Sally	