

EXPLORE START GROW

Supporting people to see the potential in themselves,
identify a goal and find their way to success.



Reviving the Heart of the West End is looking for organisations and individuals to share their knowledge, passion and expertise delivering a series of specialist masterclasses for SME's funded by the European Regional Development Fund.

Business Planning Masterclasses

Opportunity	Reading The Fine Print
Delivery Format	<p>2.5 hour workshop Number of Delegates: up to 10</p> <p>We are looking for a highly engaging and interactive workshop where participants will have the opportunity to share ideas as well as practically apply their new skills and/or knowledge. Examples of tools utilised by RHWE in our workshops have included Jamboard, Padlet and Slido.</p> <p>Participants should also be provided with a workbook for the session which could be a pdf of your slides or something more interactive if you prefer. This should be shared with RHWE in advance of the delivery date to support participants to record their learning notes.</p> <p>We are planning delivery during July and September 2022 and are flexible with dates and timings.</p>
Price	£250 + VAT
Brief	<p>Starting from a blank canvas can be a scary place and for many businesses we work with, writing contracts for clients or new employees feels like a big obstacle. Can you help break this tricky topic down into easier to understand chunks and share examples of best practise, your top tips and what participants should be putting into contracts to protect themselves?</p> <p>Alongside whether to charge a deposit or not, many businesses we work with are unclear on what rights customers have when purchasing a product or asking for a refund and what can a small business do to make sure they protect themselves if things go wrong? We'd like you to share best practise tips, explain jargon found in terms and conditions documents and keep participants in the loop about UK trading laws that they need to adhere to.</p>

Opportunity	Taking Care Of Business
Delivery Format	<p>2.5 hour workshop Number of Delegates: up to 10</p> <p>We are looking for a highly engaging and interactive workshop where participants will have the opportunity to share ideas as well as practically apply their new skills and/or knowledge. Examples of tools utilised by RHWE in our workshops have included Jamboard, Padlet and Slido.</p> <p>Participants should also be provided with a workbook for the session which could be a pdf of your slides or something more interactive if you prefer. This should be shared with RHWE in advance of the delivery date to support participants to record their learning notes.</p> <p>We are planning delivery during July and September 2022 and are flexible with dates and timings.</p>
Price	£250 + VAT
Brief	<p>Working from home and the 4 day week are fast becoming the new normal which can feel overwhelming for a small business owner to keep up, can you help them? This masterclass will give an overview of employment law, what they can and can't ask their staff to do and share best practise on creating an agile, motivated and happy team.</p> <p>Can you share some insight on the different types of employee a small business owner might employ – from traditional employees to freelancers, what types of contracts are appropriate, what insurances and health and safety requirements do participants need to consider? Handouts and templates would be a great addition to learners on this topic.</p>

Opportunity	Pitching Your Business and How To Network
Delivery Format	<p>2.5 hour workshop Number of Delegates: up to 10</p> <p>We are looking for a highly engaging and interactive workshop where participants will have the opportunity to share ideas as well as practically apply their new skills and/or knowledge. Examples of tools utilised by RHWE in our workshops have included Jamboard, Padlet and Slido.</p> <p>Participants should also be provided with a workbook for the session which could be a pdf of your slides or something more interactive if</p>

	<p>you prefer. This should be shared with RHWE in advance of the delivery date to support participants to record their learning notes.</p> <p>We are planning delivery during July and September 2022 and are flexible with dates and timings.</p>
Price	£250 + VAT
Brief	<p>Networking took a nosedive during the pandemic and many interactions with potential customers took place over Zoom. Now we're back to normal and can meet face-to-face, can you inspire participants to do the same? Finding the time to network can be tough when you run a small business, what events are worth going to and where are their target audience hanging out? When you do get there, what might you say to sell your business?</p>

How to apply

We are looking for individuals and organisations that are confident and engaging presenters; we want participants to feel able to practically apply their new skills and knowledge after the session and we encourage the use of tools that keep the session engaging – such as Slido, Jamboard, Padlet.

You'll have 2.5 hours in workshop environment to share your experience and answer questions from participants. Participants should also be provided with a workbook for the session, which could be a pdf of your slides or something more interactive if you prefer.

We would like the application brief to contain the following and ideally the brief should not exceed more than 2 sides of A4. Your application brief should contain:

- An overview of how your session will run – include timings, key areas you will focus on and interactive activities participants will enjoy taking part in
- Your quote for the 2.5 hours' delivery time and preparation
- A recent quote from a participant of previous workshops or guest speaking opportunities
- Any questions you'd like participants to answer before the session to help you tailor your workshop to attendees

If there are other parts of a subject you feel would be beneficial for participants, the brief for each session listed is only a guide based on participant feedback and therefore we would love to hear what other key areas you think would be important to help pre-start, recent start-ups and existing businesses in your field of expertise.

We ask delivery partners to work closely with our marketing team and actively promote the workshops using your social media and wider network connections. You will be asked to

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provide the details for these, along with a short video introducing your workshop if successful in your application.

Next Steps

Please send your completed application brief to info@rhwe.org by 5pm on Thursday 30th June 2022.

If you have any queries about the masterclass series, the topic you are interested in delivering for us please call Bianca Rogers on 0191 226 7979.

Please share this document with anyone else you think would like to submit a brief and be part of the delivery of another series of masterclasses for RHWE.