



## Management Enhancement Training - "Business Administration, The Profitable Way to Grow Your Business"

The OECS/Export Development Unit with funding support from the 9th EDF Caribbean Trade & Private Sector Development Programme announce a series of National Training Programmes beginning July 19th 2010.

The overall objective of the workshops is to equip **OECS/EDU Client Companies** and **Business Support Organization** personnel with the Business Management Tool in Costing and Pricing, Marketing, Records Management and Human Resource Management skills to successfully manage their business for the competitive export market. The workshop will target **Senior and Supervisory level** personnel from EDU Client Companies and Business Support Organizations (BSO's) in the Manufacturing and Services sectors. Participants may attend the entire workshop or companies may assign different individuals to the modules.

### Modules

Human Resource Management (1 day)

Marketing to Suit Your Business to include the introduction of e-commerce (1 day)

Costing and Pricing (2 days)

The proposed workshop schedule is as follows and is subject to change.

Workshop Dates	Destination	Venue
July 19-22, 2010	Antigua (Montserrat & Antigua)	Jolly Beach Resort
July 26-29, 2010	St. Kitts & Nevis	Marriott Hotel
August 9-12, 2010	BVI (BVI and Anguilla)	Maria By The Sea
August 17-20, 2010	Grenada	To be determined
August 23-26, 2010	St. Vincent	To be determined
September 13-16, 2010	Dominica	Fort Young Hotel
September 27-30, 2010	St. Lucia	Bay Gardens Hotel

**Registration Fee**      EC\$ 100.00 - OECS/EDU Client Companies  
                                 EC\$ 200.00 - Non EDU Client Companies

Companies interested in attending should register with the OECS/EDU no later than **July 14th 2010**.

Please complete the attached form and return via email to [dblackman@oecs.org](mailto:dblackman@oecs.org) or [pjoseph@oecs.org](mailto:pjoseph@oecs.org) or fax **767-448-5554** by

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Company name:

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Name of Attendees	Email/Telephone/Fax/ Cellular	Interest

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On behalf of Company