

# How to Plan and Start a Business

## Overview

This seminar is primarily for those who are new to starting a business. The topics range from your preparedness to go into business, legal requirements, and other basic functions in operating a business.

## Objectives

- \* To gauge your preparedness to go into business
- \* To guide you on what is the most suitable business
- \* To teach the participants the basic legal requirements
- \* To give you an overview on how to operate a business

## Who Should Participate

- \* Those who want to start a small or medium sized business.

## Key Topics

- I. Are you ready to be an entrepreneur?
- II. What business is right for you? - Self-assessment
  - \* Personal capabilities and weaknesses
  - \* Assets you currently have - property, contacts, etc.
- III. Different types of businesses - Advantages and disadvantages of each type
  - \* Sole Proprietor
  - \* Partnership
  - \* Corporation
- IV. Business research and business planning
- V. SWOT analysis for business

VI. Freelance and home-based businesses

VII. Required capitalization

- \* Capital expenditures (equipment, inventory, renovation, lease deposit, etc.)
- \* Operating expenses (rental, payroll, electricity, utilities, receivables and etc.)

VIII. Finding the right location

- \* Determining your target market
- \* Proximity of customers and suppliers
- \* Zoning and presence of needed facilities
- \* Negotiating your lease contract

IX. Manpower requirements

- \* Selection and recruitment process
- \* Computing wages and salaries
- \* Basic labor laws you must know

X. Equipment required

- \* Determine capacity and other requirements
- \* Lease or buy?
- \* Other considerations

XI. Locating the best suppliers

XII. Basic business permits and licenses

XIII. Different government agencies accreditation

- \* Barangay, DTI, SEC, BIR, City Hall or municipal office, SSS, Philhealth, Pag Ibig, DOLE, etc.

XIV. Bookkeeping and taxation - What and when you must record, file and pay.

- \* Journals, ledgers, and financial statements
- \* VAT and other taxes

XV. Marketing strategies (On-line, joining trade fairs, social networking)

XVI. Seeking further help

- \* Business associations
- \* Consultants

Reserve now! Call us at:

Tel. (02) 227.01.42 / (02) 496.69.49 / (02) 727.56.28 / (02) 727.88.60

Mobile Numbers: Globe: 0915-205-0133 / Smart: 0908-342-3162 / Sun: 0933-584-7266

Website: [www.businesscoachphil.com](http://www.businesscoachphil.com)



## Time

- \* 9:00 am - 4:00 pm

## Venue

- \* Unit 201 Richbelt Tower,  
17 Annapolis St.,  
Greenhills, San Juan City,  
Metro Manila

## Schedule

- \* Please check our website, or you may call any of our customer representatives.
- \* Schedule may change without prior notice. Please call to confirm. BusinessCoach, Inc. is not liable for any expense incurred by seminar registrant resulting from cancellation of any of our events.

## Seminar Fee

- \* Php 3,000.00 per person (inclusive of snacks, lunch, seminar kit, handouts, certificate of attendance)

## Discount

- \* 10% Discount if FULL AMOUNT is paid at least five (5) banking days before the event.

## Reservation

- \* Please call to register, or use the registration form below. Kindly fill-out, and send to us through fax (727.8860 or 727.5628) or email. You will receive a confirmation within 48 hours.

## Mode of Payment

- \* Deposit payment at Banco de Oro, Savings Account Name: BusinessCoach, Inc. Then kindly fax or email deposit slip (indicate name of participant and seminar title) to confirm reservation.
- \* On-site payment (CASH only)
- \* Company checks are accepted, provided that they are received at least five (5) banking days before the event.

### Register Now! (limited slots available)

Seminar Title \_\_\_\_\_

Date \_\_\_\_\_

Name of Participant \_\_\_\_\_

Nickname \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

TIN \_\_\_\_\_

Contact Person \_\_\_\_\_

Position \_\_\_\_\_

Contact Number \_\_\_\_\_

Fax \_\_\_\_\_

Email Address \_\_\_\_\_

(You may use a separate sheet for additional registrations)

\*Kindly fax to (02) 727.5628 or (02) 727.8860, or email form to [businesscoachphil@gmail.com](mailto:businesscoachphil@gmail.com)