



WOMEN'S ACTION FOR DEVELOPMENT
(Incorporated Association Not For Gain)



BASICS OF BUSINESS TRAINING PROGRAMME

27th-30th March 2023

Onghuwo Yepongo Community Hall – Okuryangava - Windhoek

Trainer: Mrs Kirthy Indilomwene Sheehama

Day 1:

Time	Topic	
8:00	<i>Arrival of Participants and Registration</i>	All
8:30	Welcoming and Introduction	Sponsor, Participants and trainer
8:45	Starting a business	Kirthy Sheehama
10:15	<i>Tea Break</i>	
10:30	Are you ready to start a business? Assessment and self-evaluation	Kirthy Sheehama
13:00	<i>Lunch break</i>	
14:00	Business Planning process	Kirthy Sheehama
15:00	<i>Afternoon Break</i>	
15:15	Business planning process continue	Kirthy Sheehama
16:30	End	

Day 2:

7:30	<i>Arrival of Participants</i>	
8:00	Recap	Kirthy Sheehama
8:30	Marketing plan	Kirthy Sheehama
10:00	<i>Tea Break</i>	
10:30	Icebreaker/Activity	Kirthy Sheehama
10.40	Financial Planning	
13:00	<i>Lunch break</i>	
14:00	Costing and Pricing	Kirthy Sheehama
14:30		
15:00	<i>Afternoon Break</i>	
15:30		Kirthy Sheehama
16:00	Activity, Questions and Answers	
16:30	Networking/closure	All

Day 3

Time	Topic	Facilitator
8:00	<i>Arrival of Participants</i>	<i>All</i>
8:30	Welcoming	Sponsor, Participants and trainer
8:45	Recap and icebreaker	Kirthy Sheehama
10:15	<i>Tea Break</i>	
10:30	Record keeping	Kirthy Sheehama
13:00	<i>Lunch break</i>	
14:00	Financial Planning	Kirthy Sheehama
15:00	<i>Afternoon Break</i>	
15:15	Saving	Kirthy Sheehama
16:30	End	

Day 4:

7:30	<i>Arrival of Participants</i>	
8:00	Recap	Kirthy Sheehama
8:30	Discussions and activities	Kirthy Sheehama
10:00	<i>Tea Break</i>	
10:30	Safety and hygiene	Kirthy Sheehama
11:30	Icebreaker	Kirthy Sheehama
13:00	<i>Lunch break</i>	
14:00	Customers' services	Kirthy Sheehama
14:30		
15:00	<i>Afternoon Break</i>	
15:30		Kirthy Sheehama
16:00	Wrap up and feedback	
16:30	Networking/closure	All

Thank you for attending our training, please ensure that you use the acquired knowledge to grow your business and take your economic rightful place in our society.

GOOD LUCK!!!