

# business solutions @ northbrook

Business Solutions @ Northbrook, 17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY

## Business & Finance Workshop

# MANAGING YOUR CASHFLOW



As a result of the current economic climate, one of the key issues concerning all types of businesses, large or small, is managing their cash flow in terms of debtor payments.

Cash flow has and always will be the lifeblood of any company. Bad debts, either through default or bankruptcy, can damage your business, sometimes irreparably.

This workshop will provide advice and guidance on how to effectively collect money owed to your business and how to put into place effective policies and practices.



### Key Note Speaker: Elaine Smith

Bennett Griffin is a well established, local solicitors providing expert, effective and timely advice to private and corporate clients. Elaine Smith is a partner and solicitor who specialises in employment, debt recovery and commercial law. Elaine is also a member of the Employment Lawyers Association.

### Programme for the evening:

Times	Content
17.45 – 18.00	• Registration with refreshments
18.00 – 18.45	• Presentation by key note speaker: cashflow and debt management techniques
18.45 – 19.00	• Refreshment break – tea / coffee and cakes will be served
19.00 – 20.00	• Interactive discussion followed by a Question and Answer session

### Price:

**Workshop Price:** £20.00

If you wish to reserve a place on this Workshop please complete and return the attached booking form.

### Additional Information:

**Date/Time:** 18.00 – 20.00 (registration will begin at 17.45), Tuesday 13<sup>th</sup> April 2010.

**Venue:** The Arundel Room, Northbrook College, West Durrington Campus

For more information regarding this event please contact : Jennifer Pannell, Customer Services/Events Organiser on 01903 606114 or via e-mail: [business.solutions@nbc.ac.uk](mailto:business.solutions@nbc.ac.uk)

# Workshop Booking Form

## Faxback Form

Should you wish to reserve a place/places on the workshop please complete your details below:

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_  
 \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Tel No: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Workshop	Date	Price	No. of spaces required
Managing your Cashflow	13 <sup>th</sup> April 2010	£20 per delegate	

Name(s) and Job Title(s) of attending Delegate(s):

*Name:*

*Job Title:*

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*Please make cheques payable to: Northbrook College Sussex*

*Alternatively please tick here  to be invoiced for this Workshop*