



totally management ltd

your business is **our** business

Running Your Own Business

Are you fed up of being an employee and want to run your own business? Or do you simply want to take the plunge and make a full-time commitment to running your own business which you have been running part-time?

Knowledge is power. Attend this training workshop delivered by a solicitor that will cover:

- **Having what it takes – Is self-employment for you?**
- Business planning - making plans to turn your dreams into reality
- **Best legal structure for you – should you trade as a sole trader, in partnership or as a company?**
- Registering as self-employed
- **Protecting your ideas and brand**
- Registering for VAT – when, how and why?
- **Registering for PAYE – when, how and why?**
- Maintaining financial records
- **Your terms of business and credit control - collecting your cash**
- Insurance
- **Secret of success – dos and don'ts**
- Where to get further help