

YES Entrepreneurial Development Training Programme 2019 & 2020



Request for Proposals Course Outlines

Request for Proposals

Achieving Personal Excellence

Training Dates:	2019: November 4, 5, 6, 7 2019 2020: August 17, 18, 19, 20, 2020
Duration per year:	12 hours/4 days
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Course Outline:	Critical areas to be covered include but are not limited to: <ul style="list-style-type: none">• Understanding the individual personality;• Taking charge of the future through empowerment;• Identifying personal strengths and weaknesses;• Developing strategies to capitalise on strengths and mitigate against weaknesses;• Goal-setting• Developing a personal development plan
Module Objective:	Through these sessions, we are seeking to: <ul style="list-style-type: none">• Help aspiring entrepreneurs to develop the practical skills, abilities and confidence to be successful in life and in business;• Provide tools and techniques for self- management;• Encourage participants to develop a plan for continued growth and development.
Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of preventure, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry's Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators' Rate:	\$75.00 per facilitating hour
Proposal Content:	Objectives, programme content, methodology and cost. Cover Letter, Curriculum Vitae and two (2) references.
Delivery of Proposal:	Via email only. Email Yes.Training@barbados.gov.bb
Deadline for Submission of Proposal:	Friday, October 18, 2019 by 12.00 noon

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Managing Change

Training Dates:	2019: November 11, 2019 2020: August 24, 2020
Duration per year:	3 hours/1 day
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Course Outline:	Critical areas to be covered include but are not limited to: <ul style="list-style-type: none">• Defining & Understanding change;• Effective communication• Managing emotion• Finding the positives in a dynamic environment• Building Awareness And Desire for the change• Role of the Manager• Managing Resistance
Module Objective:	Through these sessions, we are seeking to: <ul style="list-style-type: none">• Help aspiring entrepreneurs to develop the practical skills, abilities and confidence to effectively manage change;
Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of preventure, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry's Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators' Rate:	\$75.00 per facilitating hour
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HIV/AIDS Awareness

Training Dates:	2019: November 12, 2019 2020: August 25, 2020
Duration per year:	3 hours/1 day
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Course Outline:	Critical areas to be covered include but are not limited to: <ul style="list-style-type: none">• Awareness of STI's / STD's• Transmission and prevention• Debunking the myths• Stigma and Discrimination• Strategy Development
Module Objective:	Through these sessions, we are seeking to: <ul style="list-style-type: none">• Develop an awareness and appreciation of the challenges and issues that relate to HIV and AIDS.• Craft strategies to manage factors associated with HIV/AIDS in the workplace.
Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of preventure, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry's Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators' Rate:	\$75.00 per facilitating hour
Proposal Content:	Objectives, programme content, methodology and cost. Cover Letter, Curriculum Vitae and two (2) references.
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Image Management

Training Dates:	2019: November 13, 2019 2020: August 26, 2020
Duration per year:	3 hours/1 day
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Course Outline:	Critical areas to be covered include but are not limited to: <ul style="list-style-type: none">• Practising Good Hygiene• Personal grooming and image-enhancement;• Personal Branding• Insights on personal beautification; and• First-Impression Management
Module Objective:	Through these sessions, we are seeking to: <ul style="list-style-type: none">• Engender self-awareness and create a positive image
Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of preventure, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry's Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators' Rate:	\$75.00 per facilitating hour
Proposal Content:	Objectives, programme content, methodology and cost. Cover Letter, Curriculum Vitae and two (2) references.
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Business Etiquette

Training Dates:	2019: November 14, 2019 2020: August 27, 2020
Duration per year:	3 hours/1 day
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Course Outline:	Critical areas to be covered include but are not limited to: <ul style="list-style-type: none">• Codes of Dress and decorum• Dining Protocols• Appropriate Methods of Introduction• Telephone and cell phone etiquette• Office Protocol• Social Media etiquette
Module Objective:	Through these sessions, we are seeking to: Promote the attitudes, behaviours, skills and abilities that will enable participants to interact appropriately in various social, business and professional settings.
Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of pre-venture, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry's Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators' Rate:	\$75.00 per facilitating hour
Proposal Content:	Objectives, programme content, methodology and cost. Cover Letter, Curriculum Vitae and two (2) references.
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Public Speaking

Training Dates:	2019: November 18, 2019 2020: August 31, 2020
Duration per year:	3 hours/1 day
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Course Outline:	Critical areas to be covered include but are not limited to: <ul style="list-style-type: none">• Dealing with common fears• Good and bad habits of Public Speaking• Building self-confidence• Speaking with confidence• Using confident body-language• Improving your voice
Module Objective:	Through these sessions, we are seeking to: Equip participants with the tools and techniques to deliver effective oral presentation using appropriate technology.
Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of pre-venture, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry's Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators' Rate:	\$75.00 per facilitating hour
Proposal Content:	Objectives, programme content, methodology and cost. Cover Letter, Curriculum Vitae and two (2) references.
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How To Start A Business

Training Dates:	2019: November 19, 2019 2020: September 1, 2020
Duration per year:	3 hours/1 day
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Course Outline:	Critical areas to be covered include but are not limited to: <ul style="list-style-type: none">• Registration• Legal Requirements• Statutory Obligations• Regulatory Requirements• Types of Business Enterprise• Resources• Location• Feasibility• Personal Commitment• Technical Skills• Management & Leadership
Module Objective:	Through these sessions, we are seeking to: Expose participants to a 360-view of the facets necessary to start their own business.
Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of pre-venture, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry's Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators' Rate:	\$75.00 per facilitating hour
Proposal Content:	Objectives, programme content, methodology and cost. Cover Letter, Curriculum Vitae and two (2) references.
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Am I Ready For Business?

Training Dates:	2019: November 20, 2019 2020: September 2, 2020
Duration per year:	3 hours/1 day
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Course Outline:	Critical areas to be covered include but are not limited to: <ul style="list-style-type: none">• An understanding of the global business environment and the dynamics of entrepreneurship• The traits, characteristics and different types of entrepreneurs• An appreciation of the challenges and requirements of starting a business• Recognising personal strengths and weaknesses• Coping tools and techniques• Analysis of personal readiness vis-a-vis entrepreneurship
Module Objective:	Through these sessions, we are seeking to: <ul style="list-style-type: none">• Encourage participants to examine their personal readiness for the rigours of entrepreneurship and launching into business.• Equip participants with strategies to best manage the challenges of business.
Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of preventure, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry's Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators' Rate:	\$75.00 per facilitating hour
Proposal Content:	Objectives, programme content, methodology and cost. Cover Letter, Curriculum Vitae and two (2) references.
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Introduction to The Business Model Canvas

Training Dates:	2019: November 21, 2019 2020: September 3, 2020
Duration per year:	3 hours/1 day
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Module Objective:	Through these sessions, we are seeking to: <ul style="list-style-type: none">• Expose participants to the components of the Business Model Canvas• Encourage the completion of canvases as the various workshops and modules in the training programme are concluded.
Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of pre-venture, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry's Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators' Rate:	\$75.00 per facilitating hour
Proposal Content:	Objectives, programme content, methodology and cost. Cover Letter, Curriculum Vitae and two (2) references.
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Teambuilding

Training Dates:	2019: November 23, 2019 2020: September 12, 2020
Duration per year:	7 hours/1 day
Times:	9.00 a.m. – 4.00 p.m.
Prerequisites for participants:	None
Course Outline:	Critical areas to be covered include but are not limited to: <ul style="list-style-type: none">• Practical, in-the-field exercises which foster teamwork• Teams vs Groups• The importance of building strong teams• Effective communication• Leadership within a team
Module Objectives:	Through these sessions, we are seeking to: <ul style="list-style-type: none">• Through this training we are seeking to equip participants with the tools and techniques to build and foster strong teams.
Student Deliverables:	Full participation in assigned activities
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of preventure, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face
Location of Training:	Offsite at a location to be determined
Facilitators' Rate:	\$75.00 per facilitating hour
Proposal Content:	Objectives, programme content, methodology and cost. Cover Letter, Curriculum Vitae and two (2) references.
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Funding My Business

Training Dates:	2019: November 25, 2019 2020: September 7, 2020
Duration per year:	3 hours/1 day
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Module Objective:	Through these sessions, we are seeking to: <ul style="list-style-type: none">• Expose participants to the various types and levels of funding available for various types and levels of business.• Share with participants the process and criteria for accessing funding.
Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of pre-venture, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry's Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators' Rate:	\$75.00 per facilitating hour
Proposal Content:	Objectives, programme content, methodology and cost. Cover Letter, Curriculum Vitae and two (2) references.
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Business Labs

Training Dates:	2019: November, 26, 27, 28 & December 3, 4, 5, 9, 10, 11, 2019 2020: September 8, 9, 10, 15, 16, 17, 21, 22, 23, 2020
Duration per year:	27 hours/9 days
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Course Outline:	Critical areas to be covered include but are not limited to: <ul style="list-style-type: none">• An understanding of the global business environment and the dynamics of entrepreneurship• The traits, characteristics and different types of entrepreneurs• An appreciation of the challenges and requirements of starting a business• Recognising personal strengths and weaknesses• Coping tools and techniques• Analysis of personal readiness vis-a-vis entrepreneurship• Practical establishment, closeout and presentations of businesses
Module Objective:	Through these sessions, we are seeking to: <ul style="list-style-type: none">• Encourage participants to examine their personal readiness for the rigours of entrepreneurship and launching into business.• Equip participants with strategies to best manage the challenges of business.
Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of preventure, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry's Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators' Rate:	\$75.00 per facilitating hour
Proposal Content:	Objectives, programme content, methodology and cost. Cover Letter, Curriculum Vitae and two (2) references.
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Costing & Pricing

Training Dates:	2019: December 2, 2019 2020: September 14, 2020
Duration per year:	3 hours/1 day
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Course Outline:	Critical areas to be covered include but are not limited to: <ul style="list-style-type: none">• The difference between cost and value• Covering fixed and variable costs• The cost of producing one item vs multiple items• Costing a service• Cost-plus versus value-based pricing• Different types of pricing tactics
Module Objective:	Through these sessions, we are seeking to: <ul style="list-style-type: none">• Enable participants to accurately cost their products and services• Appreciate the elements necessary to cost their products and services• To understand and master their ‘numbers’.
Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of pre-venture, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry’s Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators’ Rate:	\$75.00 per facilitating hour
Proposal Content:	Objectives, programme content, methodology and cost. Cover Letter, Curriculum Vitae and two (2) references.
Delivery of Proposal:	Via email only. Email Yes.Training@barbados.gov.bb
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Request for Proposals

Delivering Effective Presentations

Training Dates:	2019: December 9, 10, 2019 2020: September 21, 22 2020
Duration per year:	6 hours/2 days
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Course Outline:	Critical areas to be covered include but are not limited to: <ul style="list-style-type: none">• Knowing your audience: Age & Experience• Connecting with your audience• The do's and don'ts of PowerPoint presentations• The effective use of short vivid, concrete words• The effective use of charts, graphs, pictures and video clips• Speaking versus reading• Body language• Personal attitude and attire• Time Management• Knowing your content• Preparation for Business Labs Presentations
Module Objective:	Through these sessions, we are seeking to: <ul style="list-style-type: none">• Expose participants to the best practices of presentation to enhance their abilities• Promote themselves and their businesses confidently and competently.
Student Deliverables:	Completion of Business Labs presentations
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of pre-venture, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry's Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators' Rate:	\$75.00 per facilitating hour
Proposal Content:	Objectives, programme content, methodology and cost. Cover Letter, Curriculum Vitae and two (2) references.
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Valuing My Business

Training Dates:	2019: January 6, 2019 2020: October 12, 2020
Duration per year:	3 hours/1 day
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Course Outline:	Critical areas to be covered include but are not limited to: <ul style="list-style-type: none">• Identifying how businesses are valued• Main approaches to business valuation• The importance of an accurate business valuation
Module Objective:	Through these sessions, we are seeking to: <ul style="list-style-type: none">• Expose participants to the process of determining the accurate value of their businesses.
Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of pre-venture, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry's Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators' Rate:	\$75.00 per facilitating hour
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Customer Service

Training Dates:	2019: January 7, 8, 9, 2019 2020: October 13, 14, 15, 2020
Duration per year:	9 hours/3 days
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Course Outline:	Critical areas to be covered include but are not limited to: <ul style="list-style-type: none">• Knowing your Customer and Building customer relationships• Handling difficult people and situations• Understanding and managing service• Identifying customer service needs and behaviours• Managing customers and building long-term relationship• Communicating Customer Service Standards to your team• Effective communication, Online strategy and email etiquette• Measuring customer service
Module Objective:	Through these sessions, we are seeking to: <ul style="list-style-type: none">• Equip participants to develop best practices for offering excellent customer service.• develop an appropriate plan of action for effective customer service management
Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of pre-venture, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry's Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators' Rate:	\$75.00 per facilitating hour
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Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of pre-venture, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry's Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators' Rate:	\$75.00 per facilitating hour
Proposal Content:	Objectives, programme content, methodology and cost. Cover Letter, Curriculum Vitae and two (2) references.
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Marketing

Training Dates:	2019: January 27, 28, 29, 30, 2020 2020: October 19, 20, 21, 22, 2020
Duration per year:	12 hours/4 days
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Course Outline:	Critical areas to be covered include but are not limited to: <ul style="list-style-type: none">• Marketing a service versus a product• Market Analysis – segmentation, market share, market demand• Value Proposition – what is your competitive advantage• Understanding your Customer and how to develop strategy to meet their needs.• The Importance of Branding• Social Media Marketing
Module Objective:	Through these sessions, we are seeking to: <ul style="list-style-type: none">• Expose participants to the process of Marketing and its importance to Business Planning and Management, the 6 Ps of Marketing, The Importance of Market Research, Branding, Social Media Marketing, Promotional Effort – advertising, promotion, personal selling and sales promotion.
Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of pre-venture, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry's Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators' Rate:	\$75.00 per facilitating hour
Proposal Content:	Objectives, programme content, methodology and cost. Cover Letter, Curriculum Vitae and two (2) references.
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Operations

Training Dates:	2019: February 3, 4, 5, 6, 2020 2020: October 26, 27, 28, 29, 2020
Duration per year:	12 hours/4 days
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Course Outline:	Critical areas to be covered include but are not limited to: <ul style="list-style-type: none">• Definition of Operations Management and its importance to Business Planning and Management• Development of the Operations Plan – business location, operating schedules, physical facility, equipment needs, layout and design inventory management• Workflow Process Management• Statutory and environmental Regulations.• Human Resource Requirements• Relationship between Operations Management and profitability
Module Objective:	Through these sessions, we are seeking to: <ul style="list-style-type: none">• Expose the participants to the elements of Operations Management• Create an understanding of the importance of planning• Integrate the various elements of the business processes to achieve cohesion, efficiency and increased productivity.
Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of preventure, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry's Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators' Rate:	\$75.00 per facilitating hour
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Labour Laws

Training Dates:	2019: February 10, 2020 2020: November 2, 2020
Duration per year:	3 hours/1 day
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Course Outline:	Critical areas to be covered include but are not limited to: <ul style="list-style-type: none">▪ Labour standards and practices▪ Common law responsibilities of the employer and the employee▪ Duties of the Chief Labour officer▪ Maternity leave (Employment of Women)▪ Employment Miscellaneous Provisions Act▪ Vacation (Holiday with Pay)▪ Public and Bank holidays (Public Holidays Act)▪ Shops Act▪ Remuneration, Protection of wages▪ Redundancy, Short time, layoffs (Severance Payment act)▪ Provisions of Employment Rights Acts 2012
Module Objective:	Through these sessions, we are seeking to: <ul style="list-style-type: none">• Foster an awareness among participants of the duties and responsibilities of the employers and employees• Create an understanding of the differences between custom, practice and legislation.
Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of pre-venture, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry's Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators' Rate:	\$75.00 per facilitating hour
Proposal Content:	Objectives, programme content, methodology and cost. Cover Letter, Curriculum Vitae and two (2) references.
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Human Resources Management

Training Dates:	2019: February 11, 12, 13, 2020 2020: November 3, 4, 5, 2020
Duration per year:	9 hours/3 days
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Course Outline:	Critical areas to be covered include but are not limited to: <ul style="list-style-type: none">• Creating management profile• Organisational Structure and planning• Performance Management - Developing duties and responsibilities• Compensation• Human Resource Planning• Managing Diversity• Recruitment and Selection
Module Objective:	Through these sessions, we are seeking to: <ul style="list-style-type: none">▪ Create an awareness among entrepreneurs of the essentials of Human Resource Planning and Management.▪ Fosters the capabilities to effectively forecast, budget and plan the human resource needs of the business to meet organisation goals and objectives.▪ Develop an understanding of the importance of human capital to the business development.▪ Equip entrepreneurs with the necessary tools and techniques to effectively develop a sound Human Resource Management and Organisational Plan and to adequately manage the day-to-day operations of the business.
Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of preventure, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
Location of Training:	Ministry's Training Room, Ministry of Youth & Community Empowerment, Haggatt Hall, St. Michael.
Facilitators' Rate:	\$75.00 per facilitating hour
Proposal Content:	Objectives, programme content, methodology and cost. Cover Letter, Curriculum Vitae and two (2) references.
Delivery of Proposal:	Via email only. Email Yes.Training@barbados.gov.bb
Deadline for Submission of Proposal:	Friday, October 18, 2019 by 12.00 noon

Request for Proposals

Developing the Business Model Canvas

Training Dates:	2019: February 17, 18, 19, 2020 2020: November 9, 10, 11, 2020
Duration per year:	9 hours/3 days
Times:	5.00 p.m. – 8.00 p.m.
Prerequisites for participants:	None
Course Outline:	Critical areas to be covered include but are not limited to: <ul style="list-style-type: none">• The importance of the Business Model Canvas as a visual chart with elements describing a firm's or product's value proposition, infrastructure, customers, and finances.• How business ideas can be presented in a simple manner.• Building the Business Model Canvas• Presentation of the Business Model Canvas
Module Objective:	Through these sessions, we are seeking to: <ul style="list-style-type: none">• Highlight the importance of Business Planning and Management• Identify the use of the Business Model Canvas as a tool for developing the Business Plan• Demonstrate how the utilization of the Business Model Canvas is an effective foundation for a business presentation.
Student Deliverables:	Completion of in-class activities and assignments
Target Group:	This module is recommended for all entrepreneurs referred to the YES training programme. The group will consist of pre-venture, nascent and established entrepreneurs from various sectors and from various educational backgrounds.
Delivery Mode:	Face-to-face, in-class training.
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