


INSPIRING CONNECTIONS



*"Top tip for hosting business dinners. Follow the example of Edinburgh Chamber of Commerce..." **The Sunday Times***

EDINBURGH CHAMBER OF COMMERCE / EVENTS DIARY MAR 2010 / NETWORKING / INFORMING / SUPPORTING

TUESDAY 30TH OF MARCH

The Business of wining and dining - Breakfast Connections

Joining us for breakfast is Prestonfield's owner James Thomson OBE, who is one of Scotland's best-known entrepreneurs, hoteliers and restaurateurs. Alongside Prestonfield, James' collection includes world-renowned restaurant, The Witchery by the Castle, and the rooftop restaurant, the Tower. James will share with us how he grew his business so successfully and the challenges he has faced in his career.

WEDNESDAY 14TH APRIL, 12TH MAY AND 16TH OF JUNE

Networking: Three steps to success

Come along to our interactive series of workshops where you will find out how to make useful contacts by attending events; how to develop punchy pitches; and how to ensure you get the most out of networking.

THURSDAY 15TH OF APRIL

Women in business fashion show

An exclusive fashion show at John Lewis featuring current trends in the working wardrobe; from business wear straight through to evening/cocktail attire. Come along to get some useful tips from the fashion advisers and a chance to network with fellow members.

TUESDAY 20TH OF APRIL

One Step Ahead

This is a must-attend, free event for members to help you to stay one step ahead of the game. A panel of speakers will cover topics including credit control, debt management, employment law and search engine optimisation.

MONDAY 10TH OF MAY

After Hours

Do you revel in networking events? Or are you bored of the usual events on offer? Then why not come along to our informal After Hours. We'll set the tone, creating a relaxed atmosphere and ensuring competitors are kept apart, so all you have to do is show up, have a drink or two and get mingling with the guests at your table.

INSPIRING EVENTS MAR.2010

Tuesday 30th of March

THE BUSINESS OF WINING AND DINING

BREAKFAST CONNECTIONS

Joining us for breakfast is Prestonfield's owner James Thomson OBE, who is one of Scotland's best-known entrepreneurs, hoteliers and restaurateurs. Alongside Prestonfield, James' collection includes world-renowned restaurant, The Witchery by the Castle, and one of the city's first and finest rooftop restaurant, the Tower.

James, who recently added the national 'Restaurateur of the Year' accolade to his many other awards, will share with us how he grew his business so successfully and the challenges he has faced in his career. Don't miss your chance to hear from a seasoned entrepreneur!

We are delighted to offer our matchmaking service at this event for bookings received by Monday 22nd of March. Typical attendees are managers and directors from the public and private sector.

BOOK A TABLE OF 8 AND GET THE 8TH PLACE FREE



Time: 8.30am prompt start - 9.45am (approx finish)

Venue: The Hub, Royal Mile, Edinburgh EH1 2NE

Cost: Members & Member's Guests £32.00pp, Non members' £62.00 pp incl. VAT)

* Cost includes a buffet breakfast, pastries and tea/coffee

If you were told as a child not to talk to strangers, the concept of business networking may well present a challenge: how do you walk into a room full of people you don't know, strike up a conversation and make successful connections - especially during these tough times when networking is more important than ever?

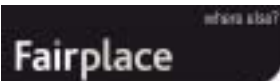
Do you avoid 'working the room' and stick to the familiar faces? Or do you go because you think you should, but never end up using the contacts you've made?

Chris Perkins, Director at Fairplace, presents three interactive sessions designed to make networking an easy, fun and highly effective business development tool.

Chris has trained over 1,000 people on successful networking skills and has built two extensive client portfolios, largely through networking.

With the help of Chris and his tried and tested tips on networking success, these three events will boost your business networking skills quicker than you can snap up a business card!

Supported by



Time: 5.30pm prompt start - 7.30pm (approx finish)

Venue: King James Thistle Hotel, 107 Leith Street, Edinburgh, EH1 3SW

Cost: Members and Members Guests £32.00, Non Members £62.00 PER EVENT
*Cost includes finger buffet and drinks

NETWORKING: THREE STEPS TO SUCCESS

Wednesday 14th of April

1. DO Talk to Strangers! Easy conversation starters

So you've taken the first step - signed up to attend a business networking event. What happens when you get there? You can make it a frustrating waste of time or a highly enjoyable, productive way to make new contacts. This session will ensure it's the latter.

Wednesday 12th May

2. What do you do? Making you and your business memorable

Whether it's a structured two minutes to showcase your business, or an off-the-cuff thirty second commercial, you need to make an impact. Learn how to at this session.

Wednesday 16th June

3. What do you do with all those business cards?

Networking isn't just about chit-chat. It's a business activity that requires some discipline to get the most from it. This session explains what to do after a networking event to make it worth your while.

Chamber Fashion Show

Thursday 15th of April
WOMEN IN BUSINESS FASHION SHOW

The Chamber fashion show returns by popular demand! Why not come along and see the new season trends for the busy working women at this exclusive show. John Lewis' team of fashion advisers will be on hand to offer some personal advice, and you will also have the opportunity to network over drinks and canapés. This event is very popular so please book early to avoid disappointment.

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John Lewis

Time: 6.00pm prompt start - 8.00pm (approx finish)
Venue: John Lewis, St James Centre, Edinburgh
Cost: Members and Members Guests £16.00,
 Non Members £36.00
 * Cost includes canapés and wine



BUSINESS ESSENTIALS TRAINING

WE RUN A SELECTION OF OPEN COURSES WHICH COULD PROVE CRUCIAL IN HELPING YOU AND YOUR BUSINESS. WE CAN ALSO OFFER THESE COURSE AS BESPOKE PACKAGES, PLEASE CONTACT US TO FIND OUT MORE INFORMATION.

VENUE: EDINBURGH CHAMBER OF COMMERCE, CAPITAL HOUSE, 2 FESTIVAL SQUARE, EDINBURGH, EH3 9SU

COSTS - ALL COSTS ARE EXCLUDING VAT.

- Leadership and coaching in effective management**
 This workshop will give leaders and managers the ability to get their team(s) to consistently accomplish the outcomes necessary for the organisation to realise its vision, while maintaining high levels of integrity, passion and team spirit.
 Tuesday 9th March 2010, 9:30am-4:30pm, full day
 Costs - £187(Chamber members and members' guests) £237(Non-Members)
- Stop procrastinating and win that tender NOW!**
 Do you think about completing a tender more than once before you actually get started on it? If you find yourself having two to three weeks' notice, but always seem to complete the tender just before the deadline, this course is for you! It will equip you with the skills to complete tender documentation and enjoy the process.
 Tuesday 16th March 2010, half day 1.30pm-4.30pm
 Costs - £97 (Chamber members and members' guests) £117(Non-Members)
- Key aspects of effective importing**
 This course is for those unfamiliar or with little knowledge of importing, so it provides an ideal introduction to the disciplines of importing procedures.
 Thursday 18th March 2010, 9:30am-4:30pm, full day
 Costs - £187(Chamber members and members' guests) £237(Non-Members)
- The Sales Ladder - a value based approach to making more sales**
 The Sales Ladder is for businesses and salespeople who believe that selling is all about serving others (as opposed to taking from others). The Sales Ladder has been designed to help you in four specific ways: 1. It's designed to increase your sales 2. It will enhance your customer experience 3. It will increase your referrals 4. It will make each salesperson more fulfilled
 Tuesday 23rd March 2010, 9:30am-4:30pm, full day
 Costs - £187(Chamber members and members' guests) £237(Non-Members)
- Process mapping and process improvement made easy**
 This course will demonstrate the value of process maps and show how to produce basic process maps and use them to analyse, plan and implement process improvement projects.
 Thursday 25th March 2010, 9:30am-4:30pm, full day
 Costs - £187(Chamber members and members' guests) £237(Non-Members)
- Project management for beginners**
 This interactive, one-day course will give you all the knowledge you need to start managing projects effectively, including practical tools you can use immediately and guidance on cost-effective software that works.
 Tuesday 30th March 2010, 10am-4pm, full day
 Costs - £187(Chamber members and members' guests) £237(Non-Members)
- How to make a cold call that doesn't sound like a cold call**
 Cold calling via the telephone is the fastest way to grow your business. Unfortunately it is also the most difficult way to grow your business as everyone hates making cold calls and, even worse, we all hate receiving them. We show you how to make it work for you.
 Wednesday 31st March 2010, 9:30am-12:30pm, half day
 Costs - £97 (Chamber members and members' guests) £117(Non-Members)
- Advanced live cold call training**
 For how those of you who have already taken the 'How to make a cold call that doesn't sound like a cold call' and want to take your newfound skills to the next level.
 Wednesday 31st March 2010, 1:30pm-4:30pm, half day
 Costs - £97 (Chamber members and members' guests) £117(Non-Members)
- Keep the customer**
 This interactive course focuses on retaining your good customers and attracting new business by leading the way in customer relations.
 Thursday 1st April 2010, 9:30am-12:30pm
 Costs - £97 (Chamber members and members' guests) £117(Non-Members)

Booking is essential please contact us
 on 0131 221 3191 / 0844 736 2992
 or email training@edinburghchamber.co.uk

Tuesday 20th of April

HOW TO STAY ONE STEP AHEAD



As we start to emerge from recession, it's never been more crucial to stay in touch with your customers, suppliers and partners to give your business a boost.

It's also important to re-visit your business model, control your costs and ensure that your business remains innovative and flexible in order to thrive. Now that we are on the road to recovery, are you safe-guarding the bottom line while planning for growth?

At the Edinburgh Chamber we're proud of our city and proud of our members. We want you to stay one step ahead, so we have arranged this free half-day event, to provide you with a range of tools and practical advice.

A panel of speakers will cover topics including credit control, debt management, employment law and search engine optimisation. We'll also be highlighting our package of initiatives for members, including a host of discounted and free services, adding even more value to your membership of the UK Chamber of the Year!



Time: 9.00am prompt start (registration and tea/coffee) - 12.30pm (approx. finish)

Venue: Henry Duncan House, Lloyds TSB Head Office on 120 George Street

Tea/coffee and bacon rolls

COMPLIMENTARY EVENT

Supported by



AFTER HOURS

Do you revel in networking events? Or are you bored of the usual events on offer? Then why not come along to our informal After Hours. We'll set the tone, creating a relaxed atmosphere and ensuring competitors are kept apart, so all you have to do is show up, have a drink or two and get mingling with the guests at your table. This is an ideal way of promoting your company and generating business opportunities, so bring lots of business cards and get ready to network your socks off!

Monday 10th of May

Time: 5.30pm prompt start - 7.30pm (approx. finish)

Venue: Premier Inn (Haymarket) 1 Morrison Link, Edinburgh, EH3 8DN

Cost: Members and Member's Guests £25.00pp
Non members' £55.00pp (incl. VAT)

* Cost includes 2 course buffet dinner and 2 glasses of wine.

To book a place at any of our networking events either e-mail events@edinburghchamber.co.uk confirming the following details for you and your guests:

- Name •
- Company name •
- Job title •
- E-mail address •

Method of payment or if you require an invoice •

Book via the web www.edinburghchamber.co.uk

For any other queries please contact the customer service team on 0844 736 2992 or e-mail customerservices@edinburghchamber.co.uk

You can also book over the phone but we require payment with the booking via a credit card or debit card. Unfortunately we do not accept American Express.

For event enquiries contact the events team on:

T: 0131 221 3194/ 221 2972 F: 0131 221 3170
E: events@edinburghchamber.co.uk

Cheques payable to the Edinburgh Chamber of Commerce. 3 working days notice is required prior to the event for cancellations with either no charge or to receive a refund.

Please note, your email address will be shown on the attendee list for all the events you book. If you do not wish it to be shown, please let the events team know at time of booking.

*** FOR ANY OF OUR COMPLIMENTARY EVENTS, IF YOU CANCEL THE DAY BEFORE THE EVENT OR ON THE DAY OF THE EVENT, OR DO NOT ATTEND THE EVENT, YOU WILL BE CHARGED A £10.00 ADMINISTRATION SERVICE FEE**

