



The National Confederation of Entrepreneurs (Employers) Organizations of the Republic of
Azerbaijan
Entrepreneurship Development Foundation
Micro Enterprise Support Project

TRAINING AGENDA

1st day	
10:00 – 10:30	Introduction. Rules. Expectations
10:30 -11:30	Business, small business concepts. Types of small business
11:30 – 11:45	Coffee break
11:45 – 13 :00	Who is an entrepreneur? Entrepreneurial activities. Steps to start a business
13:00 – 14:00	Lunch
14:00 – 15:30	What is a business idea? How does a business idea arise?
15:30 – 15:45	Coffee break
15:45 – 16 :45	Basic structure and elements of business plan
16:45 – 17:00	Final Notes
2nd day	
10:00 – 11:30	Market research. Marketing
11:30 – 11:45	Coffee break
11:45 – 13 :00	Monthly sales plan. Purchase plan. Human Resources (Employees)
13:00 – 14:00	Lunch
14:00 – 15:30	Financial plan. Different costs and how to adjust them
15:30 – 15:45	Coffee break
15:45 – 16 :45	Legal forms of business. Characteristics of individual entrepreneurship. Legal Responsibility. Registration of a small business. Taxes, tax declaration for small businesses, reports to SSPF and State Statistics Committee
16:45 – 17:00	Completion of the training. Evaluation. Presentation of certificates