

**KA102+ KA 103 EXPERTS TRAINING WEEK**  
**Schedule and Contents for John O'Connor**

	MONDAY, 10th	TUESDAY, 11th	WEDNESDAY, 12th	THURSDAY, 13th	FRIDAY, 14th
8:15-9:15					
9:15-10:15	<b>2º AF</b> Employee. Room 114	<b>2º GA</b> Partnership/Self- employed Room 100	<b>2º AF</b> Logistics. Room 114	<b>1º SMR</b> Employee Room 102	<b>2º GA</b> Employee Room 100.
10:15-11:15	<b>2º AF</b> Workshop employee. Room 114	<b>2º GA</b> Workshop partnership/Self- employed Room 100	<b>2º AF</b> Workshop logistics. Room 114	<b>1º GA</b> Partnership/Self- employed. Room 116	<b>1º GA</b> Employee. Room 116
BREAK					
11:45-12:45	<b>2º SMR</b> Partnership/Self- employed Room 101	<b>1º AF</b> Employee Room 116	<b>2º DAW</b> Partnership/Self- employed Room 104	<b>1º GA</b> Workshop partnership/Self-employed Room 115.	<b>1º DAW</b> Employee. Room 103
12:45-13:45					<b>2º SMR</b> Partnership/Self-employed Room 101

## Contents for sessions and workshops

### **EMPLOYEE BASED COMPANIES**

- Basic requirements to work in Ireland ( documents, visa, work permit,..).
- Opening up a bank account.
- Types of employment contracts.
- Role of the Trade Unions.
- Working day, salaries, minimum wage. Is there a working regulation?.
- How are the recruitment processes?.
- Which are the most demanded competences and skills for the computer, administration and electronic Irish companies?.
- Areas with greatest economic expansion in Ireland.
- Are there temporary work agencies and placement agencies?.

### **SOLE TRADERS, PARTNERSHIPS, SELF-EMPLOYED PERSONS**

- Necessary procedures to set up an enterprise.
- Is there any public assistance?.
- Taxation in Irish companies.
- Are there business associations and chambers of commerce? What functions do they have?.
- Law about labour risk prevention.

### **LOGISTICS**

- How is the negotiation and selection of suppliers?.
- Usual methods, negotiation techniques, usual payment terms, negotiation of expenses (transport, insurance, ...) and discounts.
- Main documentation on commercial activity.
- Purchasing department functions.