Workshop 1:

Applying for the funds for your own company from the European Union
Training for foreigners interested in obtaining grants from the European Union

Workshop’s goals

- acquainted with the possibilities of obtaining grants to support business start-up,
- acquisition of skills obtaining EU funds for the development of enterprises,
- gain knowledge of other commercial sources of founding companies.

Outline of the program:

- Grants and loans to start a business (11.00 a.m. – 12.00 p.m.)
- Applying for the funds from the European Union and from other public institutions (12.00 p.m. – 2 p.m.)
- Commercial sources of enterprises’ founding (2 p.m. – 3 p.m.)

Lecturer:

Maciej Niezborała – graduated from the University of Warsaw Faculty of Management, Warsaw School of Economics and the Matrik School of Management Trainers. For many years, he focuses on entrepreneurship: provides training and consulting in the field of starting a business. He was a consultant in the Consultation Section of the Polish Agency for Enterprise Development and consultant to the Labour Office in Warsaw in the field of starting a business. He is Chairman of the Board of companies: StarPlan Business Advisory Sevices Ltd and Locomoto Ltd - the company which realizes co-financed by the EU fund project of Poland’s first web-based platform (locomo.pl) to rent cars directly from individuals.

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Workshop 2:

Practical finances and bookkeeping in 1-men business

Lecturer: Sebastian Karpiński

1. Bookkeeping for Sp. z o.o./S.A and individual proprietorship – 16.00 – 16.30
   a. Individual proprietorship
   b. Sp. z o.o./S.A (full books)
   c. Good advices

2. Inland Revenue (Urząd Skarbowy) – 16.30 – 18.30
   a. How to pay PIT?
      i. How to register?
      ii. How to keep your books?
      iii. Good advices
   b. How to pay CIT?
      i. How to register?
      ii. How to keep your books?
      iii. Good advices
   c. How to pay VAT?
      i. How to register?
      ii. How to keep books?
      iii. Invoice
      iv. Good advices

3. Insurance (ZUS) – 18.30 – 19.30
   a. How to register?
   b. How to pay ZUS?
   c. Good advices

4. Other taxes – 19.30 – 19.45

5. Best programs for bookkeeping – 19.45 – 20.00

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Workshop 3:

How to find the job in Poland.
Workshop for foreigners looking for a job in the polish labour market.

The program overview:

11.00-12.45  Analysis of each participant’s professional competencies and work experiences – practical tips on how to make a best use of them in the polish labour market

Overview of the local labour market (hidden and official job market, professions of the past and professions of the future)

12.45 –13.00  Coffee break

13.00-14.45  In search of the job – possible method of looking for the job, how to look for the job in an efficient way – the pyramid rule

Application documents – how to prepare a good CV and motivational letter

14.45 – 15.15  Lunch/coffee break

15.15 –17.00  The job interview – what to say to have a bigger chances to get the job (telephone and face to face conversation)

Self-presentation at the job interview – how to make a good impression

Questions that you can be asked at the job interview - how to answer the difficult questions

Things that you should ask about while speaking to the employer

How to convince employer that he/she should hire you
Dom Studencki Jowita, Adam Mickiewicz University, Zwierzyniecka 7, Poznań, rooms: A i B

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