



fife business week 2022

7 - 11 NOVEMBER

INSPIRING AND TRANSFORMING
BUSINESSES IN FIFE

#fifemeansbusiness

invest fife

WELCOME to Fife Business Week 2022

We are delighted to bring you Fife Business Week 2022. Our annual week of events, now in its 13th year, is back and full of inspiring workshops with the aim of making businesses resilient for future growth. Running from 7th to 11th November, there's a wide range of webinars and face to face events to choose from, delivered by experts in both the private and public sectors.

Businesses have faced many challenges over the last two years, post pandemic, EU Exit and now the cost of doing business. We know that businesses have had to adapt their business models to sustain and remain resilient. We are determined to ensure that our business community continues to be supported through these difficult times, including through the current wave of energy cost increases, and hope this year's Fife Business Week will continue to offer something for everyone.

There is a wide selection of topics covered from getting tender ready, upskilling the workforce, new supply chain opportunities to trading with the EU, manufacturing with cobots, strategic business planning and even talking taboos in the workplace. Returning this year to Dunfermline is our flagship event, Meet the Buyer, that attracted over 900 visitors last year. This is a great opportunity for businesses to meet the organisations and find out what contract developments are in the pipeline and how they can be involved.

Fife Business Week offers a varied range of online events that will allow new and established businesses to access the wide variety of public and private sector support agencies, business experts and entrepreneurs. We look forward to welcoming all businesses to the week of events that will inspire them to move their businesses forward with confidence.

Councillor Altany Craik

Spokesperson for Finance, Economy & Strategic Planning,
Fife Council



fife
business
week 2022

www.fifebusinessweek.co.uk

CARNEGIE CONFERENCE CENTRE OPEN DAY

Flexible Space for all of your Business Solutions
Fife College

Carnegie Conference Centre, Halbeath Road,
Dunfermline, KY11 8DY

🕒 9.00am (Drop in) - 5.00pm (Drop in)

☎ 07973 642368

@ John Elliott johnelliott@fife.ac.uk

10.00am - 11.00am Session 1

12.00pm - 1.00pm Session 2

1.30pm - 2.30pm Session 3

SESSION 1

Flexible Workforce Development Fund Information Session for Small and Medium Sized Businesses

Did you know that £5,000 of fully funded employee training and development is available right now to small and medium sized businesses via the Flexible Workforce Development Fund (FWDF)?

Join us to find out more about this fund and how we can meet your training needs.

SESSION 2

Modern Apprenticeships Information Session

Creating a more responsive, motivated workforce through broader, transferable skills and self-learning. Reduce staff turnover by the implementation of career progression plans.

Modern Apprentices offer over 16s the opportunity to train for a nationally-recognised qualification whilst being in paid employment.

Join us to find out how Modern Apprentices can help you create the workforce of the future and how Fife College can support you in this area.

SESSION 3

Flexible Workforce Development Fund Information Session

Did you know that £15,000 of fully funded employee training and development is available right now to Apprentice Levy paying businesses via the Flexible Workforce Development Fund (FWDF)?

Join us to find out more about this fund and how we can meet your training needs.

ALL DAY

Carnegie Conference Centre - is a conference centre facility that offers an enviable selection of flexible conference and breakout rooms to choose from, including a dedicated video conference suite and IT training suite. Offering hybrid options so you can tailor events to meet you and your delegate's needs.

Join us to explore the wide range of facilities on offer and hear our exciting plans for the future. Whether you are a prospective new client or existing client we look forward to meeting you on the day.

Suitable for all sectors.



BOOKKEEPING

Business Gateway Fife

🕒 Online Only

🕒 9.30am - 11.30am

☎ 01592 858333

@ Craig Rutherford success@bgfife.co.uk

This workshop aims to equip you with the knowledge and skills necessary to manage your finances and comply with regulatory and legal requirements through a relevant bookkeeping system.

Suitable for all sectors.

IMPROVING YOUR WORKFORCE THROUGH SKILLS, MOTIVATION AND ENGAGEMENT

Creative Business Solutions

🕒 Online Only

🕒 10.30am - 12noon

☎ 07570 787294

@ David MacLean david@creativebusinesssolutions.org.uk

An interactive and informative session looking at where improvements could be made within your workforce. Focusing on four key areas of:

1. Current skillset and upskilling
2. Motivating your workforce for change
3. Engaging your workforce through upskilling and personal development
4. Ensuring an efficient and effective workplace.

Suitable for all small to medium businesses – managers within these businesses, and also the business owners.

BUSINESS SUSTAINABILITY

Fife College

🕒 Online Only

🕒 2.00pm - 3.00pm

☎ 07738 469166

@ Anca Marcantonio ancamarcantonio@fife.ac.uk

The workshop will engage discussion around external and internal factors that drive sustainability agenda for different businesses. The workshop will also enable the participants to get an insight into the different scopes sustainability can relate to – scopes 1, 2 and 3, their meaning and possible innovative approaches.

Suitable for all sectors.



TALKING TABOOS IN THE WORKPLACE

Blackadders LLP

Enterprise Hub Fife, First Floor, 1 Falkland Place, Glenrothes, KY7 5NS

📍 Also Available Online

🕒 9.30am - 10.30am

☎ 01382 342252

@ Lesley Rorrison lesley.orrison@blackadders.co.uk

There are certain subjects that, rightly or wrongly, can be uncomfortable to talk about in the workplace. Considered to be too awkward, too embarrassing or too personal for polite conversation by many employers, they will often shy away from or handle badly important issues including menopause, periods, bereavement, fertility, politics, religion and disability. However, if investing in the people in your business is important to you then tackling these taboo subjects can reap rewards for both you and your employees. Join us to discover how to tackle taboo subjects in the workplace and take away some hints and tips on how to navigate company procedures where these subjects can often come up and avoid costly employment tribunal claims.

SMEs regardless of its sector or the size of workforce.

TRANSITIONING TO NET ZERO

Fife Council Economic Development

Carnegie Conference Centre, Halbeath Road, Dunfermline, KY11 8DY

🕒 9.30am - 11.30am

☎ 07923 438728

@ Ross Waite fifemeansbusiness@fife.gov.uk

Net Zero can give your business a competitive advantage and sustainability by opening up new sales opportunities and attracting better talent into your business.

With UK governmental legislation committing the UK to Net Zero by 2050, large companies are now required to report their carbon emissions. This includes the carbon emissions of their supply chain. Net Zero is not just about doing the right thing.

Centre for Engineering Education & Development (Ceed), in partnership with Fife Council's Economic Development Team, as part of InvestFife, are delivering this event where you will learn:

- What you need to know about current Government legislation and how it is already impacting your business
- The five ms you need to save money and gain the competitive advantage in the green economy
- Why it's important to be able to accurately measure your carbon emissions
- How you can accelerator your business' journey to prosperity now

You will also hear more about Net Zero Nation's 'Net Zero Accelerator' which helps SMEs get started on their net zero journey, as well as from Ceed Sponsoring Member, Booth Welsh, on the implementation of the company's carbon reduction plan and how developing a planet-positive mindset across the organisation is opening up new business opportunities.

Suitable for manufacturing businesses.

HEALTH AND SAFETY: A BASIC GUIDE

Fife Health Promotion Service

The Vine Conference Centre, 131 Garvock Hill, Dunfermline, KY11 4JU

🕒 9.30am - 12.30pm

@ Fife Workplace Team Fife.hwl@fife.nhs.scot

This is a basic level course to increase participants' awareness and understanding of their statutory requirements in relation to occupational Health & Safety. There is a focus on the basic requirements, current enforcement priorities and the help available from the Health Promotion Workplace Team and partner organisations.

By the end of this course, participants will have:

- An increased knowledge of the basic requirements for occupational health & safety related to small businesses.
- An awareness of current 'hot' health & safety topics.
- An understanding of the assistance available from Health Promotion Workplace Team in relation to fulfilling their statutory obligations.

Suitable for those with an interest in Health & Safety in small businesses and voluntary sector organisations including new business start-ups and established workplaces.

RULES OF ORIGIN / TRADING WITH THE EU

Fife Chamber of Commerce

📍 Online Only

🕒 9.30am - 12.30pm

☎ 07746 111369

@ Morag Durie moragdurie@fifechamber.co.uk

The UK-EU Trade and Cooperation Agreement secured tariff-free trade for businesses trading between the UK and EU following the end of the transition period on 31st December 2020.

Rules of origin govern how customs authorities determine the 'economic nationality' of goods either where they are wholly grown, produced or where the last substantial manufacturing transformation took place.

This interactive online half day workshop is being delivered as part of the Fife International Trade Pathway Programme in partnership with Fife Chamber and InvestFife which will combine theory and practice.

Topics:

- What are the Rules of Origin applicable to European TCA?
- Preferential and non-preferential rules of origin
- The importance of Commodity Codes
- The concepts of "sufficient working or Processing" and "Wholly produced"
- Tariff shift and value added tests
- Required documentation
- Internal documentation and procedures
- Approved Exporter Scheme

Suitable for all sectors.

STRATEGIC BUSINESS PLANNING FOR SMEs

Arm in Arm Accounting

Enterprise Hub Fife, First Floor, 1 Falkland Place,
Glenrothes, KY7 5NS

🕒 Also Available Online

🕒 12 noon - 1.00pm

📞 07876 396848

📧 Neil MacKinnon neil@arminarmaccounting.com

Help grow your business by creating a value add strategic plan, five simple steps for the leadership team to use to translate their business ideas into a set of financial projections. Learn how to create a strategic business plan that communicates the long term vision and the strategies to achieve it.

Suitable for all sectors.



TRAUMA INFORMED BUSINESS PRACTICES

Fife College

Fife College Dunfermline Campus, Pittsburgh Road
Halbeath, Dunfermline, KY11 8DY

🕒 2.00pm - 4.00pm

📞 07973 642368

📧 John Elliott johnelliott@fife.ac.uk

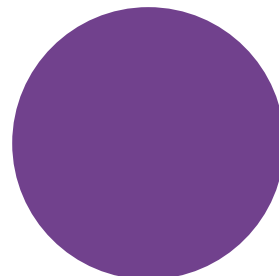
Recent times have been incredibly turbulent, as we've faced Covid, political upheaval, environmental disasters, war, and more. Anxiety and depression levels have increased exponentially.

The reality, though, is that trauma is not new in our organisations. It's not going away, either. Many individuals experience at least one trauma at some point in their lives. Trauma and distress can arise from a wide array of causes, including domestic violence, sexual assault, racism, bias, harassment, economic uncertainty, political division, and more. New challenges arise every day and can affect us all.

The lines between work and home have blurred and due to a fundamental shift in our expectations of the places we work, organisations have struggled to provide the support and leadership their employees need. That's why it's so important that businesses take steps to build the cultures that can embrace Trauma-informed business practice and support their employees during times of trauma.

Join us at Fife College for an interactive workshop where our speaker will explore trauma informed practice and how we can help you meet the needs of your employees.

Suitable for all sectors.



INVESTFIFE ANNUAL PROPERTY AND INVESTMENT EVENT 2022

Fife Council Economic Development

Carnegie Conference Centre, Halbeath, Dunfermline, KY11 8DY

🕒 8.00am - 11.00am

@ Donna Ness/ Lynn Lloyd fifemeansbusiness@fife.gov.uk

InvestFife, the brand of Economic Development Services across Fife, will be hosting its Annual Property and Investment Event as part of Fife Business Week 2022. Come and join them at breakfast on Wednesday 9th November, starting at 8am until 11am at Carnegie Conference Centre, Halbeath KY11 8DY.

Bringing together property agents, developers and intermediaries, the event will provide a current overview of the property market, an update on Fife's Economic Strategy and Fife's Business Land and Property Portfolio, whilst also highlighting the future of our high streets. You will also hear about one of the largest industrial redevelopment opportunities at Westfield in Fife. There will also be opportunities for networking and a panel Q&A session.

Suitable for Property Agents, Developers, and Intermediaries

PRODUCE YOUR OWN VIDEO CONTENT - PROFESSIONALLY

Business Gateway Fife

🕒 Online Only

🕒 9.30am - 11.30am

📞 01592 858333

@ Craig Rutherford success@bgfife.co.uk

This enlightening webinar will show you how to present your video content professionally and how you already have the tools in your hands – literally!

A broadcast industry professional will share his industry's secrets on how to produce great quality video content using your smartphone and editing software with minimal additional investment.

First, we'll show you how not to do it and then we'll share easy to practice industry standards which will make your video content stand out. This webinar will teach you the skills needed to produce basic but professional video.

Suitable for all sectors.



ENTERPRISE ROADSHOW

Young Enterprise Scotland (Bridge 2 Business)

Fife College, Stenton Road, Glenrothes, KY6 2RA

🕒 10.00am - 3.00pm

📞 07805 634713

@ Megan Douglas megan.douglas@yes.org.uk

The Enterprise Roadshow will bring inspiring enterprise workshops, support organisations, networking opportunities and the chance for students to learn more on how to get into business, but also how they can use business to develop their skills for the future.

Scotland's National Strategy for Economic Transformation (NSET)

The vision for 2032 is for Scotland to be a wellbeing economy, thriving across economic, social and environmental dimensions. Scotland's economy will significantly outperform the last decade, both in terms of economic performance and tackling structural economic inequalities.

With particular importance here is the Entrepreneurial People and Culture Programme:

Establish Scotland as a world-class entrepreneurial nation founded on a culture that encourages, promotes, and celebrates entrepreneurial activity in every sector of our economy.

What's On Offer?

- Inspiring and engaging enterprise focused student workshops
- Informative and enterprise focused educator workshops
- Early Start Up Business Support, through Bridge 2 Business
- Start Up Business Support Organisations
- Student Business Showcase
- Entrepreneurial Speakers
- Early sign-up access to our #FemaleBoss & Social Innovators Challenge

We want to showcase the wide variety of local entrepreneurs, support programmes and the general entrepreneurial ecosystem with Fife.

We want to show students within Fife College that there is a lot of support for them out there and give them the confidence to go for their dream of running their own business.



1.3 GETTING YOUR BUSINESS TENDER READY - THE CHECKLIST

Supplier Development Programme

- 🕒 Online Only
- 🕒 10.30am - 12noon
- 📞 07515 291192
- @ Kieran Hunter fifemeansbusiness@fife.gov.uk

To compete effectively for public sector work, you need to have certain information and processes in place before you can begin to bid.

This training will help you to understand what the public sector requires and how to work according to requirements. This will be done by giving you an easy to use checklist and descriptions of all the policies, processes and evidence you need to have ready before you bid on an opportunity.

One of SDP's expert trainers will also go through a list of best practices to help your business become efficient at tendering.

Overview of what you will learn:

- What information and documentation you need to have in place to be able to tender for public sector work
- A supporting checklist to create an action plan for your own business

At the end of the session, there will be an interactive Q&A session where you will have the opportunity to ask any burning questions you may have. As well as the chance to hear what other SME businesses in Scotland have to say.

This event is suitable for Level 1 (Beginner) workshop and is a first step to tendering for new or inexperienced bidders. No previous knowledge or experience is required to attend this workshop.

Suitable for all sectors.

TOP FIVE CYBER SECURITY THREATS FACING SMALL BUSINESSES - HOW WE CAN HELP

Fife College

- 🕒 Online Only
- 🕒 11.00pm - 12 noon
- 📞 07973 642368
- @ John Elliott johnelliott@fife.ac.uk

Join us for an online event discussing the main cyber security threats facing small businesses. Our experts will discuss the main threats and how you can prepare your staff to minimise the impact on your organisation. Our team will work with you to evaluate how we can help you and your organisation.

Suitable for all sectors.

HOW TO IMPROVE YOUR PRODUCTS - AND HOW TO FIND WAYS TO PAY FOR IT

University of St Andrews

Eden Campus, University of St Andrews, Guardbridge, St Andrews, KY16 0US

- 🕒 12.30pm - 2.30pm
- 📞 01334 464600 Ext - 4268
- @ Kirsty Osborne entrepreneurship@st-andrews.ac.uk

The event will explain how you can improve your products and how to pay for it, with advice and expertise from the University of St Andrews.

The afternoon will cover five key offerings that we as a university can provide support on, to you as business owners and employees of Fife Businesses looking to develop new products or improve current product lines.

What to expect on the day:

- University know-how from world-renowned academics and researchers
- Advice and support on funding available to help with your product development
- Intellectual Property guidance from industry-leading professionals
- A tour of world-class facilities available including 3D printing and laser cutters
- An insight into entrepreneurial training opportunities open to business owners and employees

Specifically more targeted at 'product' businesses as opposed to service-based organisations, although also very welcome to join.

FIFE COLLEGE ADVANCED MANUFACTURING TOUR AND COBOT DEMONSTRATION

Fife Council Economic Development

Fife College, Stenton Road, Glenrothes, KY6 2RA

- 🕒 2.00pm - 3.30pm
- 📞 07923 438728
- @ Ross Waite fifemeansbusiness@fife.gov.uk

Fife College is hosting an Advanced Manufacturing Tour and Cobot Demonstration at its Glenrothes Campus. In 2021 Fife College invested £400,000 in equipment to enhance our learning environment with the most up-to-date industry technologies covering pneumatics, hydraulics, robotics and PLC control, all of which are modelled on industry standard production lines, creating a realistic, relevant, and high-quality training environment for students.

There will be a demonstration session on Collaborative Robots (Cobots) from Ross at Fife Council Economic Development team and SP Automation with the opportunity to get hands-on and learn how to programme a Cobot to perform key tasks.

There will also be an opportunity to view and explore some of the many other advanced manufacturing technologies available to support your business.

Suitable for manufacturing businesses.



MEET THE BUYER

Fife Council Economic Development
Carnegie Conference Centre, Halbeath, Dunfermline,
KY11 8DY

🕒 9.00am - 12.30pm

☎ 07515 291192

@ Kieran Hunter fifemeansbusiness@fife.gov.uk

Fife Council's Economic Development team in partnership with our Supplier Development Programme will host Fife Business Week's flagship **Meet the Buyer** event on **Thursday 10th November** at the Carnegie Conference Centre, Dunfermline from 9am to 12.30pm.

The 13th annual Meet the Buyer event will allow local suppliers to discuss **contract and supply chain opportunities** with **public and private sector buyers**. Suppliers will also have the chance to hear about requirements for businesses bidding across a wide range of sectors.

A **programme of presentations** will be delivered throughout the event, allowing businesses to learn about existing/upcoming contract and framework opportunities, developing management systems and top tendering tips to identify opportunities and become tender ready to bid.

Fife Council's Economic Development Team and a host of other exhibitors will also be there to discuss business support services.

Don't miss out! With over 20 exhibitors and more expected to be announced in the coming weeks.

Suitable for all sectors.

SEVEN STEPS TO PROMOTE YOUR BUSINESS

Business Gateway Fife

🕒 Online Only

🕒 9.30am - 11.30am

☎ 01592 858333

@ Craig Rutherford Success@bgfife.co.uk

Promoting your business is an increasingly time-consuming part of building a brand and attracting customers. Understanding the importance of PR, content marketing and social media, how they work together and how they can boost your profile can transform your business.

Suitable for all sectors.

SEDENTARY BEHAVIOUR AWARENESS

Fife Health Promotion Service

🕒 Online Only

🕒 10.00am - 11.00am

@ Fife Workplace Team Fife.hwl@fife.nhs.scot

This course aims to support participants to explore sedentary behaviour, how it impacts on health & wellbeing and how to reduce the associated health risks.

Sedentary Behaviour is any waking behaviour where sitting or lying is the dominant mode of posture. This includes Screen time (TV viewing, computer use), motorised transport, sitting at work, sitting to read, talk, eat, or listen to music

By the end of this course, participants will have:

- An understanding of what sedentary behaviour is.
- A raised awareness of the impacts of sedentary behaviour on health & wellbeing.
- Explored why sedentary behaviour is an issue for businesses – including how COVID-19 has heightened the risks.
- Identified easy solutions that individuals can take to improve their health & wellbeing.

Suitable for anyone in the workplace particularly SMEs, and especially those who have sustained periods of inactivity throughout their working day.

CLOUD ACCOUNTING AND XERO

CJM Project Financial Management Ltd

🕒 Online Only

🕒 11.00am - 1.00pm

☎ 07778 872028

@ Colin McNally colin@cjmaccountancy.co.uk

This workshop is aimed at new and existing businesses who are looking to use Xero to manage their bookkeeping or would like a refresher on how to use Xero.

Suitable for any business who is looking to use or already uses cloud accounting, and especially Xero.

FUNDING FOR SMEs

Arm in Arm Accounting

Enterprise Hub Fife, First Floor, 1 Falkland Place,
Glenrothes, KY7 5NS

🕒 Also Available Online

🕒 12noon - 1pm

☎ 07876 396848

@ Neil MacKinnon neil@arminarmaccounting.com

For business owners who manage the finances of a growing business. Understand the range of funding options available to small businesses to address their cash flow requirements. What is available and what are the key considerations in applying.

Suitable for all sectors.

PRESENTING WITH IMPACT AT FIFE COLLEGE TV AND RADIO STUDIOS

Fife College

Fife College, Stenton Road, Glenrothes, KY6 2RA

🕒 2.00pm - 4.00pm

☎ 07973 642368

@ John Elliott johnelliott@fife.ac.uk

Taking place in Fife College's professional radio and TV studio, our Presenting with Impact session will give you the opportunity to experience working in a real studio environment. If you present or give media interviews for your organisation, our workshop will help you to deliver your message more effectively. Come along and have some fun trying out presenting on camera and radio with support from our Broadcasting lecturers.

Suitable for all sectors.

FIFE SOCIAL

Fife Chamber of Commerce

Kingsbarns Distillery, Kingsbarns, St Andrews KY16 8QE

🕒 07939 971067

☎ 5.30pm - 7.30pm

@ Staci Hattan events@fifechamber.co.uk

Network with a Sustainable Twist as we Celebrate Fife Business Week!

Be part of our unconventional networking event at Kingsbarns, where you'll have the opportunity to take a whisky tour, taste some brilliant locally produced gin and canapes, gather business contacts, and enjoy a relaxed atmosphere, all completely **FREE** of charge! How can say no to such a brilliant evening!

Suitable for all sectors.

ASK THE EXPERT- EMPLOYERS' EMPLOYMENT LAW QUESTIONS ANSWERED

Blackadders LLP

🕒 Online Only

🕒 9.30am - 10.30am

☎ 01382 342252

@ Lesley Rorrison lesley.orrison@blackadders.co.uk

Whether you have a burning question you need answered, an issue you've been meaning to learn more about but have never got around to, or you're simply curious to know whether others are dealing with the same employee-related problems you are, if you're an employer this event will provide you with all the employment law answers and help you need. Submit your questions in advance or come armed with them, we'll answer them all. No topic is off limits and we'll respect any request for anonymity.

Suitable for SMEs regardless of its sector or the size of workforce.

GROWING YOUR BUSINESS AND EXPANSION INTO NEW MARKETS

Creative Business Solutions

🕒 Online Only

🕒 10.30am - 12noon

☎ 07570 787294

@ David MacLean david@creativebusinesssolutions.org.uk

An interactive and informative session looking at where and how your business is currently operating, and where the opportunities for growth are. We will consider what growth looks like, where to achieve growth and what growth looks like – concentrating on new market opportunities and growth strategies

Suitable for all small to medium businesses – managers within these businesses, and also the business owners.

FIFE COLLEGE TRAVEL & TOURISM SHOWCASE

Fife College

Fife College, St Brycedale Campus, Kirkcaldy, KY1 1EX

🕒 11.00am - 12noon

@ Ciaran Faherty ciaranfaherty@fife.ac.uk

Are you an employer in the travel and tourism sector? Are you thinking about a career in travel in tourism? Pack your bags and check in to Fife College Kirkcaldy Campus where you can join our travel & tourism showcase event. Employers will be promoting vacancies throughout the day and you can also find out more about Fife College courses designed to make you the best candidate for travel and tourism jobs.

Suitable for travel and tourism, hospitality and events management.

WOMEN IN LEADERSHIP LUNCH – LIFT AS YOU CLIMB

Fife College

Carnegie Conference Centre, Halbeath Road, Dunfermline, KY11 8DY

🕒 1.00pm - 3.00pm

☎ 07973 642368

@ John Elliott johnelliott@fife.ac.uk

In Scotland, of the top 20 highest earning board positions, only seven are filled by women. For those women who have achieved leadership positions, we are well placed to support other advancing in their own careers. Lifting as you climb involves making introductions, empowering others, looking for mutually-beneficial connections, passing along opportunities, mentoring and networking. These small actions can have a profound impact on our own leadership practice, our teams and the broader community.

Come along to our Women in Leadership lunch to meet other leaders in Fife and discuss how we can help others grow.

Suitable for all sectors.

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