

# SMALL BUSINESS OPERATIONS (LEVEL II)

## Information Sheet

### ABOUT SBO II

Small Business Operations II is a professionally designed training program that provides trainees with practical and relevant skills to successfully operate and grow small businesses in Samoa.

The course content and training materials have been meticulously developed by industry professionals from both New Zealand and Samoa, ensuring they are tailored to the unique needs of the Samoan workplace. These materials are continuously updated to reflect latest legislation, practices and market trends, providing participants with the most current applicable knowledge.

Samoa Business Hub has been delivering this program since 2019, with a track of 156 graduates to date. The training is conducted by SBH- certified trainers, who possess a blend of business expertise and tertiary qualifications. Additionally, the course is enriched by visiting professionals in specialist fields, who provide valuable insights and enhance overall learning experience.

By completing this course, participants not only gain industry-recognized certification but also acquire the confidence and tools to manage their businesses effectively, contributing to Samoa's growing economy.

### → Recognition of Current Competencies

- The RCC applies to any trainees applying to our course.
- RCC considers any prior formal learning, non-formal learning as well as informal learning gained through work, social, family, or leisure activities and experiences.
- All trainees applying for RCC are mandatory to submit evidence required for assessing their previous learning experiences.

### → Trainee Profile

- Employee in small to medium enterprises (SMEs)
- Startups and small business owners seeking formal training in business operations.
- Individuals planning to start a business and looking for foundational skills.
- School leaving certificate or 2 years working experience

### → Benefits to Employers

- Improvement of employee's existing skills means less supervision and greater efficiency
- New employee skills allow for delegation of responsibilities, freeing up management time
- Evening classes ensure no impact on normal working hours.
- Retention of trained and trusted staff rather than the cost, time and uncertainty of recruiting new staff.
- The opportunity to reward promising staff. Employee professional development with the prospect of advancement promotes staff loyalty.

### → Timetable

- Jan – Jun and Jul-Dec (6 months) including holiday breaks
- Evening classes 5-8pm; Monday to Friday at SBH training Centre, Apia
- 195 hours classroom work with SBH trainers
- 455 workplace hours; self-directed study and practical implementation of theory

### → Contact

To enroll or request further information contact:  
Christabelle Schuster  
SBOII Programme Trainer  
Le Sanalele Complex, Saleufi  
Ph: +22 770 ext 120 (+685) 757 4324  
Email: christabelle@samoabusinesshub.ws

**Cost: \$990 inclusive of course and training materials.**

