

## Guide to Being Self Employed: Masterclass

25 March 2009

10.15am – 4.30pm

Akademi would like to invite you to its Guide to being Self Employed Masterclass 2009. This Masterclass will explore aspects of self employment and advice on tax issues relating to being self employed. It will look at:

Business development for self employed individuals

Networking and advice working within a recession

Tax issues and advice for employees and self employment

Make budgets comprehensive.

Registering self employed, keeping tax and business records

Expenses and allowances, tax returns, how and when to pay your tax

*\* This will be an interactive and practical session. Please bring a brief written description (100 word max) of a piece of work you have already planned or that you would like to do in the next 2 years.*

### Outline for the day: 10.15am - 4.30pm

10.15am	Welcome and introductions
10.30am	An introduction to the tax and National Insurance system, for both the self-employed and employees. It will cover registering as self-employed, keeping business records, which expenses and allowances you can claim, tax returns, how and when to pay your tax and Class 4 National Insurance along with our online services.
12.00pm	Lunch (not provided)
12.45pm	Introduction to the afternoon
13.00 - 1400pm	<b>Finding work</b> - presentation and group discussion: Networking Recession busting hints and tips How to optimise your experience. Helpful resources
14.00 - 14.45pm	<b>Managing your work</b> - presentation and group discussion: Prioritising Planning Budgeting Work-life balance  Individual action plans – part 1
14.45 - 15:00pm	Break
15:00 - 15.30pm	<b>Making it happen</b> Discussion of individual projects and ideas* Individual action plans – part 2
15.30 - 16.15 pm	<b>Case study</b> with Adesola Akinleye Adesole will discuss how she manages her varied portfolio of self-employed and PAYE work as a choreographer, dancer, teacher and academic. She will share lessons she has learned and give hints and tips about work-life balance and balancing your work portfolio. Adesole's website is <a href="http://www.dancingstrong.com">www.dancingstrong.com</a>
16:15 - 16:30	Wrap up and finish

**About Martin McKee**

Martin has worked for several years for the HMRC Advice Team as a business advisor. He has run presentations and in-house workshops with a range of creative organisations including the Royal College of Art, Craft Central, the Laban Centre and the Enterprise Centre for the Creative Arts.

**About Theresa Beattie**

Theresa is a freelance consultant with over 25 years experience in dance as a programmer, producer and manager. She has worked as Head of Dance for Arts Council England – London and was Director of Artist Development at The Place for ten years. Current clients include East London Dance, Yorkshire Dance, The Royal Ballet, ROH2 and Middlesex University. Theresa is passionate about equipping dance artist with the skills to thrive in the current climate; her workshops are informal and welcoming with a lively exchange of information and ideas.

**Location: Akademi Hampstead Town Hall. 213 Haverstock Hill . London, NW34QP**