

# BUSINESS EDUCATION WORKSHOPS

• **AUGUST 2011** • (WEDNESDAY'S & FRIDAY'S)

Date

8/3

## \*TALK TO CITY INSPECTORS, ASK QUESTIONS GET ANSWERS

3:00pm to 4:30pm

*Presented by the City of Chicago*

To operate a successful business in Chicago you must know the requirements. Talk to inspectors from five City departments who will provide insight to operate safely, stay compliant, help prepare for inspections and point out the do's and don'ts of operating your business. Don't miss this workshop.

8/5

## FINANCIAL ASSISTANCE TO GROW YOUR BUSINESS

9:30am to 11:00am

*Presented by U.S. Small Business Administration (SBA)*

If you want to expand your existing business or need working capital, the SBA may be a viable option. Learn about SBA programs and resources, and how to apply for assistance that may help you achieve your financial goals.

8/10

## HOW TO WRITE AN EFFECTIVE BUSINESS PLAN

2:00pm to 4:00pm

*Presented by Institute for Entrepreneurial Studies - University of Illinois at Chicago*

In this workshop, you will learn the writing process and mandatory components of a business plan, what bankers and investors are looking for, and useful writing/packaging tips. Also, you will learn some basic techniques on how to use MS Excel to create your business financial projections. Furthermore, we will discuss the advantages and disadvantages of business plan software.

8/12

## ON-LINE MARKETING- CAPTURING THE RIGHT CONSUMER

9:30am to 11:00am

*Presented by Imagen Communications- Jesse Caballero*

Learn everything you need to know to take your business online. Know how to market your business on the internet, including building a website, managing an email newsletter or mailing list, blogging, social networking and e-commerce.

8/17

## CITY CONTRACTING 101: HOW TO RESPOND TO A REQUEST FOR PROPOSAL (RFP)

2:00pm to 4:00pm

*Presented by the Chicago Department of Procurement Services*

This workshop is a must for small businesses interested in completing a City of Chicago Request for Proposal (RFP). Learn best practices on responding to a City RFP, what evaluators look for in RFPs, common mistakes and helpful tips to navigate the RFP specification.

Date

8/19

## HOW TO FINANCE YOUR SMALL BUSINESS

9:30am to 11:00am

*Presented by Illinois SBDC/Duman Micro Enterprise Center at JVS*

More than ever, business owners are having trouble obtaining a business loan. Know what banks are looking for to finance your loan. Learn how to prepare for a loan and the difference between small business loans, short-term loans and pre-loan qualifications.

8/24

## NEW - SHARED KITCHEN & SHARED KITCHEN USER LICENSES

2pm to 4pm

*Presented by the Department of Business Affairs & Consumer Protection*

On September 6, 2011, a new ordinance will go into effect that creates a special category of business licenses for the operators and users of shared use commercial kitchens in the City of Chicago. Come and learn more about the new licenses, who needs them, what are the requirements and how to apply.

8/26

## HOW TO GREEN YOUR BUSINESS

9:30am to 11:00am

*Presented by Andersonville Development Corporation & eco-Andersonville, Go to Green*

Many business owners know there are economic benefits to going green, but they are still looking for concrete steps in order to actually implement such projects. This session will go beyond "just information," to provide meaningful, cost-effective strategies to green your operations and make a lasting impact on your triple bottom line proven to work in the small businesses of Andersonville and beyond. Bring specific green questions to receive assistance from our experts.

8/31

## \* HOW TO BECOME CERTIFIED

2:00 to 3:00pm

## DOING BUSINESS WITH THE CITY OF CHICAGO

3:15 to 4:30pm

*Presented by the Office of Compliance and the Department of Procurement Services (DPS)*

Are you interested in doing business with or being a certified vendor with the City of Chicago? You don't want to miss this workshop. Come learn about the different types of procurement opportunities as well as the City's contract monitoring and compliance standards.

\* Workshops offered once a month.



All workshops are FREE and are located at the  
City of Chicago Department of Business Affairs and Consumer Protection  
City Hall, 121 N. LaSalle St., Room 805

Space is limited. Please reserve your attendance by calling 312.744.5344 or emailing [OEBACP@cityofchicago.org](mailto:OEBACP@cityofchicago.org)

To learn more about BACP's workshops, visit [www.cityofchicago.org/bacp](http://www.cityofchicago.org/bacp)

# BACP