

BUSINESS EDUCATION WORKSHOPS

• OCTOBER 2015 • (WEDNESDAYS & FRIDAYS)

Date

10/2 **STARTUP 101: HOW TO START A BETTER BUSINESS**
9:30 to 11:00 a.m.

Presented by the Dr. Mandy Terc, DePaul University

This workshop is an introduction to the fundamentals of conceiving and launching a new venture. Attendees will learn how to refine their business ideas and define the various components of their business using superior tools including the "Idea Napkin" and "Business Model Canvas." The workshop will include the opportunity for attendees to elaborate on their own ideas and receive feedback.

10/7 ***CITY INSPECTIONS – ASK QUESTIONS, GET ANSWERS**
3:00 to 4:30 p.m.

Presented by the City of Chicago

To operate a successful business in Chicago you must know what it takes to maintain compliance. Officials from several City departments will provide insight to operate safely, stay compliant, help prepare for inspections and highlight the do's and don'ts of operating a compliant business.

10/9 **ACCOUNTING IN THE CLOUD: QUICKBOOKS ONLINE**
9:30 to 11:00 a.m.

Presented by Maribel Del Real, CPA, MSA Del Real Tax Group, Inc., Certified QuickBooks ProAdvisor

Learn how to keep your financial recordkeeping books in the cloud using QuickBooks Online. We will identify advantages of QuickBooks Online vs. QuickBooks Desktop and list the important online features and benefits. Attendees will learn how to navigate the user interface as well as the sales and expense processes.

10/14 **HOW TO OBTAIN A MOBILE FOOD DISPENSER/PREPARER LICENSE**
3:00 to 4:30 p.m.

Presented by the City of Chicago Department of Business Affairs & Consumer Protection (BACP)

This workshop will give you all the information you need to become either a Mobile Food Dispenser (MFD) or Mobile Food Preparer (MFP) licensed food truck operator. We will walk you through the MFD/MFP licensing process including inspections, the application, mobile food vehicle, and operational requirements, as well as the optional pre-application free Mobile Food Vehicle Assessment.

10/16 **PAYROLL AND YOUR BUSINESS**
9:30 to 11:00 a.m.

Presented by Paychex

This workshop will discuss new business start-ups from a payroll tax perspective. Some of the talking points are determining who is an employee, payroll tax liabilities, taxable compensation, payroll tax returns, payment dates, tax penalties, self-employment taxes, keeping accurate wage and tax records, guidelines on employing family members, new hire reporting requirements, garnishments, and resident and nonresident aliens.

Date

10/21 **HOW DO I FIRE AN EMPLOYEE?**
3:00 to 4:30 p.m.

Presented by Charles Krugel, a Management Side Labor, Employment & Human Resources Attorney

Learn how to document poor performance or behavior; how to deal with unemployment compensation claims; when should you fire; how to properly communicate issues in the workplace; if a witness should be present and when to offer an exit interview.

10/23 **HOW TO OPEN A CONCESSION AT O'HARE OR MIDWAY AIRPORT**
9:30 to 11:00 a.m.

Presented by Chicago Department of Aviation – Concessions Department

Are you interested in operating a restaurant or shop at O'Hare or Midway International Airports, but don't know where to begin? Come and learn about the Request for Proposals (RFP) process, how to operate a business at the airports, and a summary of the Airport Concessions Disadvantaged Business Enterprise (ACDBE) program.

10/28 **Q: HOW DO I GET CLIENTS? A: MARKET RESEARCH**
3:00 to 4:30 p.m.

Presented by Meg Herman, Women's Business Development Center (WBDC)

The biggest worry of any business is how to get clients. Attend this workshop and you will learn how to get a grip on this issue, why identifying a target market is important and how to do it. You will learn the importance of industry trends and competition and how to go about research both. This work has to happen before you think about strategies. You will have the opportunity to work on these skills in this workshop and plenty of time to ask questions.

10/30 **IDENTIFYING, CAPITALIZING, AND PROTECTING YOUR INTELLECTUAL PROPERTY**
9:30 to 11:00 a.m.

Presented by Lema Khorshid, Fuksa Khorshid, LLC

This workshop will teach you how to protect and capitalize on your company's intellectual property. Your company's intellectual property assets are strong differentiators in a highly competitive marketplace. Further, intellectual property (IP) acts as an excellent way for you to generate additional revenue to increase your bottom line. As your business continues to grow, you must capitalize on and protect your IP assets to remain competitive in the marketplace.

* Workshop offered once a month.

In celebration of Crain's Small Business Week, don't miss the Small Business Center Solution Station Expo on 10/9 in the 8th Floor Lobby from 11:00 a.m. – 1:00 p.m.



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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 312-744-2086
or email BACPoutreach@cityofchicago.org

To learn more about BACP's workshops, visit www.cityofchicago.org/businessworkshops

