

BUSINESS EDUCATION WORKSHOPS

• AUGUST 2016 • (WEDNESDAYS & FRIDAYS)

Date

8/3

*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 need to 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 healthy business.

8/5

HOW TO SETUP A WORDPRESS WEBSITE AND BLOG AND GET PAID ONLINE

9:30 to 11:00 a.m.

Presented by Dante Hamilton, Founder of Chicago WordPress Meetup Group

Attendees will learn how to register a domain and setup a web hosting account, how to download and install WordPress into your web hosting account and how to install a WordPress Theme and Template. This workshop will also touch on how to purchase an SSL Certificate and install it on your web hosting account, including how to install a payment form and make a live transaction online.

8/10

BE IN THE KNOW: NEW ORDINANCES THAT AFFECT YOUR BUSINESS

3:00 to 4:30 p.m.

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

This workshop will cover three ordinance changes that affect businesses and consumers including tobacco sales new age requirement of 21, the minimum wage increase and plastic bag ban.

8/12

THE ART OF INSTAGRAM!

9:30 to 11:00 a.m.

Presented by Business Bragger, Inc.

In this interactive workshop, you'll learn how to become a skillful instagrammer - from messaging ideas, picture concepts and advertising. We'll show you what it takes to build a following of engaged users for your company.

8/17

EMPLOYEE POLICIES, HANDBOOKS & AGREEMENTS

3:00 to 4:30 p.m.

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

Does my business need a handbook? This workshop will cover the whys, whens & whats of implementing policies.

Date

8/19

HOW TO MARKET YOUR BUSINESS EFFECTIVELY

9:30 to 11:00 a.m.

Presented by Darrell M. Roberts of Citsitra Designs & Printing

Learn how to reach more prospects and grow your business with effective marketing solutions and bring value to potential clients. This workshop will explain the importance of what it means to have a great design presence online and in print. Learn how 90% of your business success is marketing, how to build better days, develop systems, and plan your work & work your plan. Chart your business progress with guaranteed results to empower your brand and increase your sales.

8/24

WHAT'S NEW IN 2016 FOR TOBACCO RETAILERS

3:00 to 4:30 p.m.

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

BACP will describe the new regulations for Chicago Retail Tobacco License holders that went into effect January 1, 2016 and July 1, 2016. This workshop is geared towards anyone interested in applying for a Retail Tobacco License or businesses that currently sell tobacco products. The presentation will focus on licensing and regulation, and also highlight recent changes concerning the retail sale of e-cigarettes and flavored tobacco products. The new minimum age to purchase tobacco products increased from 18 to 21.

8/26

TAKING THE MYSTERY OUT OF BUSINESS INSURANCE

9:30 to 11:00 a.m.

Presented by Anna Maria Viti-Welch, Guy Viti Insurance Agency

Does the word "insurance" make you feel uncomfortable? Have you been avoiding looking into protection for your business or wanting to have someone review your current program? This presentation will help you understand the basics of insurance and some of the coverage options available. Come to learn tips and tricks on how to take the "mystery" out of insurance.

8/31

HOW TO REALLY START YOUR BUSINESS

3:00 to 4:30 p.m.

Presented by Score

Do you have what it takes to start and run a successful business? If so, what are the first steps you should take? This workshop will help you assess your prospects, give you the initial direction you need, and inspire you to move forward to realize your dream.

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

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

