

# BUSINESS EDUCATION WORKSHOPS

• MARCH 2017 • (WEDNESDAYS & FRIDAYS)

Date

3/1 **\*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 business.

3/3 **IT SECURITY BEST PRACTICES FOR SMALL BUSINESS**

9:30 to 11:00 a.m.

Presented by Mike Rodriguez, Common Sense Solutions

IT security is no longer just a big business risk. Malware, ransomware and hackers may target your business and you would never know. Join us to identify ways to keep these risks at bay.

3/8 **IMMIGRATION ASSISTANCE FOR BUSINESSES AND CONSUMERS**

3:00 to 4:30 p.m.

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

The Immigration Assistance Workshop will provide information for businesses as well as for people seeking assistance with immigration matters. The City of Chicago protects its most vulnerable residents by requiring persons and businesses that offer immigration assistance to obtain a license, to provide disclosures to customers, and to limit the services the business may offer.

3/10 **KEEP YOUR IDEAS YOURS - PROTECTING YOURSELF WITH AN IP STRATEGY**

9:30 to 11:00 a.m.

Presented by Lema Khorshid, Fuksa Khorshid, LLC

This presentation will teach you how to protect and capitalize on your company's intellectual property. As you start your business and it grows, you must capitalize on and protect your IP assets to remain competitive in the marketplace.

3/15 **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) and Chicago Department of Public Health (CDPH) and Fire

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 Mobile Food Vehicle Assessment.

\* Workshop offered once a month.

Date

3/17 **BETTER BUSINESS THROUGH VIDEOCONFERENCING**

9:30 to 11:00 a.m.

Presented by Brian Powers, VP & CI Strategist, Blue Ocean Logic, Inc

Business owners who adopt videoconferencing, the real-time exchange of audio and visual information between people in different physical spaces, save time and money and enhance relationships by conducting meetings, training, demonstrations and customer engagements online instead of in person. This session explores effective ways to integrate videoconferencing into your business model.

3/22 **HOW TO WRITE A BUSINESS PLAN – WHAT YOU NEED TO KNOW!**

3:00 – 4:30 p.m.

Presented by Donna R. Rockin, Executive Director, Jules F. Knapp Entrepreneurship Center at IIT

Learn how to create a comprehensive business plan. It's easier than you think when you understand all the components that get included. You'll receive a complete list of what to include to demystify the process. Writing a solid business plan is your roadmap to business success.

3/24 **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.

3/29 **LEARN HOW TO SELL PRODUCTS & SERVICES EFFECTIVELY!**

3:00 to 4:30 p.m.

Presented by Darrell M. Roberts of Citsitra Designs & Printing

Develop the right business etiquette for selling almost anything. Change your tactics periodically and adjust them according to your audience. Consider deleting a product from your line if it is not selling well. This workshop will help you to review your target market and sharpen your sales focus & re-evaluate the product design, distribution, packaging, etc. You must also learn how to bring great value, overcome objectives, be persistent & consistent, have fun & be creative.

3/31 **TAX ISSUES FOR SELF-EMPLOYED INDIVIDUALS & BUSINESSES**

9:30 to 11:00 a.m.

Presented by Eric Sternberg of the Center for Economic Progress & Yolanda Ruiz of the Internal Revenue Service

This workshop will give an introductory understanding of common tax issues that self-employed individuals often encounter. Participants will learn when they must file a tax return, how to identify worker classifications, how to prepare for an IRS audit, how to make quarterly estimated payments, and how to navigate the IRS website. Participants will benefit from the perspectives of both the individual taxpayer and the Internal Revenue Service.

JOIN US FOR THE 'SMALL BUSINESS CENTER ON THE ROAD' SMALL BUSINESS EXPO AT ARTURO VELASQUEZ INSTITUTE ON SATURDAY, 3/18 FROM 10:00 A.M. - 2:00 P.M. FOR MORE INFORMATION GO TO [WWW.CHISMLBIZEXPO.COM](http://WWW.CHISMLBIZEXPO.COM).



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](mailto:BACPoutreach@cityofchicago.org)

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

