

BUSINESS EDUCATION WORKSHOPS

• OCTOBER 2016 • (WEDNESDAYS & FRIDAYS)

Date

10/5

*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.

10/7

ACCOUNTING IN QUICKBOOKS

9:30 to 11:00 a.m.

Presented by Trak Patel, CPA, PCIP from ARCC Consulting Corp

Learn how to keep your financial recordkeeping books using QuickBooks. We will identify the differences of QuickBooks Online vs. QuickBooks Desktop and list the important features and benefits.

10/12

BUSINESS LICENSING 101

3:00 to 4:30 p.m.

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

Attendees will learn the 3 steps to obtain a business license, and free business resources to start or expand their business.

10/14

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.

10/19

COMPELLING COMMUNICATIONS - MASTER YOUR MESSAGES

3:00 to 4:30 p.m.

Presented by Mark DiGiacoma, Crossroads Leadership Development, LLC

There is a positive correlation between business success and your ability to clearly communicate your ideas. Learn how to create messages with impact, whether you're talking with one person or an auditorium. This hands-on approach begins with learning how the brain processes information. By the end, each attendee will have a framework to quickly build a captivating, clear and compelling message for your audience.

Date

10/21

WHAT DO I BLOG ABOUT?

9:30 to 11:00 a.m.

Presented by Business Bragger, Inc.

We've all heard about the blogging craze that took the internet by storm! Is your company blogging? Find out why you should be and how it can increase your SEO rankings as well as your interaction on social media platforms. If you've got writers block, this interactive workshop will help you get past what to say and teach you how to say it online. Learn the SEO tactics to incorporate in your company blogs as well as how to create topics that will make a lasting impression.

10/26

LEADERSHIP AND HAPPINESS

3:00 to 4:30 p.m.

Presented by J.B. Brocato

What is the key component of effective leadership? Simple: Happiness. Join J.B. Brocato, author of HAPPY IS COOL: HOW TO IGNITE THE TRUE HAPPINESS IN YOU, will present a fun, interactive workshop to provide tools to both company leaders and employees to increase personal and workplace happiness. Based on J.B.'s H.O.I.S.T. model, attendees will learn a framework for happiness, practice optimism, apply happiness interventions, explore the concept of signature strengths, and discuss thoughts and behaviors that maximize happiness.

10/28

AN IMPORTANT CASH FLOW CONVERSATION - UNDERSTANDING WORKING CAPITAL

9:30 to 11:00 a.m.

Presented by Craig Feldman, Managing Partner - Bloom Lending

Let's have a critical conversation about the importance of cash flow, learn the key indicators of why working capital is crucial in all areas of your business and discuss when short term debt is the best decision for you. Attending this workshop will provide you with the confidence to make the important decisions to manage your cash flow and to secure the best financing needed to achieve your goals.

** Workshop offered once a month.*



Join us for the 'Small Business Center on the Road Small Business Expo' on Saturday, 10/29 at the Copernicus Center 10:00 a.m - 2:00 p.m. For more information go to www.chismallbizexpo.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

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

