

BUSINESS EDUCATION WORKSHOPS

(WEDNESDAYS & FRIDAYS)

★ ★ **SEPTEMBER 2017** ★ ★

DATE

9/1 MASTER GOAL SETTING & VISION PLANNING FOR LEADERS

9:30 to 11:00 a.m.

City Hall, 121 N. LaSalle St. – 11th Floor, Room 1103

Presented by L. Renee Richardson, Wealth & Riches Today, Inc. and Rich Gurlz

This workshop is designed to show you the secrets of goal setting and vision planning that will change the trajectory of the results you get out of life and organization. We will cover Goal Setting, Vision Mapping and Action Planning. Leaders will walk away with a clear vision and a road map to success for their personal lives and the people they lead.

DATE

9/20 HOW TO OBTAIN A PUBLIC WAY USE PERMIT

3:00 to 4:30 p.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

Presented by BACP, Small Business Center - Public Way Use (PWU) Unit, Anthony Bertuca

Take the mystery out of the Public Way Use Permit application process by attending this informative workshop. We will explain the application process and requirements, discussing the various uses on the public way that require a permit.

9/6 *CITY INSPECTIONS – ASK QUESTIONS, GET ANSWERS

3:00 to 4:30 p.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

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 on how to operate safely, stay compliant, help prepare for inspections and highlight the do's and don'ts of operating a business.

9/22 EVERYTHING YOU NEED TO KNOW ABOUT BUSINESS INSURANCE

9:30 to 11:00 a.m.

City Hall, 121 N. LaSalle St. – 11th Floor, Room 1103

Presented by Sandra Cavato Insurance Agency

In this session, attendees will learn the coverages needed for their business. We'll discuss the right questions to ask your insurance professional and how to protect yourself and your business against lawsuits.

9/8 QUICKBOOKS 101

9:30 – 11:00 a.m.

City Hall, 121 N. LaSalle St. – 11th Floor, Room 1103

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 also learn how to navigate the user interface, sales and expense processes.

9/27 INTRODUCTION TO THE SMALL BUSINESS IMPROVEMENT FUND (SBIF)

3:00 – 4:30 p.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

Presented by SomerCor 504, Inc.

The Small Business Improvement Fund (SBIF) helps small businesses and enhances commercial corridors in Chicago by providing financial assistance for building improvement costs. Eligible program participants can receive reimbursement grants for qualified permanent building improvements to small business properties located in certain Chicago tax increment financing (TIF) districts. This workshop will provide an overview of the SBIF including information on program eligibility and process.

9/13 UNCOVERING YOUR FINANCIAL BLIND SPOT: FINANCIAL BEST PRACTICES

3:00 to 4:30 p.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

Presented by Larry Levy, President of CFO Options

This workshop will review key financial areas that all business owners should be familiar with to protect assets and grow profits. This is particularly valuable for Owner/CEOs that don't have a full-time Chief Financial Officer. Areas covered include Cash, Accounts Payable, Accounts Receivable, Inventory, Gross Margin, Accrual vs. Cash Accounting, Business Insurance and Sales & Pricing.

9/29 FACEBOOK FOR BUSINESS

9:30 to 11:00 a.m.

City Hall, 121 N. LaSalle St. – 11th Floor, Room 1103

Presented by Briana Bragg, Business Bragger

In this interactive workshop we will teach you the perfect mix for what to post to your business page, how to decide what to boost, and show you how Facebook Advertising works to increase sales and build your community.

9/15 HOW TO OPEN A CONCESSION AT O'HARE OR MIDWAY AIRPORT

9:30 to 11:00 a.m.

City Hall, 121 N. LaSalle St. – 11th Floor, Room 1103

Presented by the 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.

Join us for the 'Small Business Center On the Road' Small Business Expo on Saturday, September 16th from 10:00 a.m. – 2:00 p.m. at Wilbur Wright College, Events Building, 4300 N. Narragansett Ave., Chicago. For more information go to www.ChiSmallBizExpo.com



*Workshop offered once a month.

All workshops are **FREE** and open to the public.

Space is limited. Please reserve your attendance by calling 312.744.2086 or e-mail BACPoutreach@cityofchicago.org

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



FREE BUSINESS EDUCATION WORKSHOPS @ CITY HALL



WORKSHOP TOPICS INCLUDE:

- Business licensing requirements
- Develop a business plan
- How to finance your business
- City's contract process
- Know what to expect during an inspection
- Marketing, social media and websites
- Leverage technology to boost your business

BUSINESS START-UP CERTIFICATE PROGRAM

Complete 9 classes in a 6 month period and earn a **Business Start-up Certificate**. Those who earn a certificate are eligible to apply for low-interest and no-fee loans ranging from \$1,00 - \$25,000 through The PrivateBank's Entrepreneurial Loan Program.

CITY OF CHICAGO'S SMALL BUSINESS CENTER ON THE ROAD EXPOS

- **Saturday, March 18, 2017 @ 10AM-2PM**
@ Arturo Velasquez Institute-2800 S. Western Ave., Chicago
- **Thursday, May 4, 2017 @ 5-9PM**
@ 1871-theMART, 222 W. Merchandise Mart Plaza #1212, Chicago
- **Saturday, June 24, 2017 @ 10AM-2PM**
@ South Shore Cultural Center-7059 S. South Shore Dr., Chicago
- **Saturday, September 16, 2017 @ 10AM-2PM**
@ Wright College-4300 N. Narragansett Ave., Chicago
- **Saturday, November 4, 2017 @ 10AM-2PM**
@ Malcom X-1900 W. Jackson Blvd., Chicago

Register for all workshops by calling **312.744.2086**
or e-mailing **BACPoutreach@cityofchicago.org**

Workshops are held at BACP:
121 N. La Salle St., City Hall, Room 805, Chicago, IL 60602

Download our monthly calendar at cityofchicago.org/BusinessWorkshops



City of Chicago **Department of Business Affairs and Consumer Protection**



cityofchicago.org/SBC



@ChiSmallBiz