

BUSINESS EDUCATION WORKSHOPS

• JANUARY 2014 • (WEDNESDAYS & FRIDAYS)

Date

1/1

NO WORKSHOP DUE TO HOLIDAY

1/3

HOW TO WRITE A BUSINESS PLAN - YOUR ROADMAP TO SUCCESS
9:30 to 11:00 a.m.

Presented by Illinois SBDC/Duman Entrepreneurship Center at JVS

Want to launch or grow your business? Attend this seminar to receive insight, advice, and guidance to prepare a business plan. You will save money and avoid countless mistakes by learning to plan from the ground up and write about your business. According to Ben Franklin, "By failing to prepare, you are preparing to fail." Let us help you prepare not to fail.

1/8

***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 the requirements. Talk to officials from four City departments who will provide insight to operate safely, stay compliant, help prepare for inspections and point out the do's and don'ts of operating your business. Don't miss this workshop!

1/10

QUICKBOOKS BEST PRACTICES: MANAGING YOUR BUSINESS
9:30 to 11:00 a.m.

Presented by the Maribel Del Real, Del Real Tax Group

Not the quickest with Quickbooks? Pick up the pace by attending this workshop and learning how this accounting software can help build your business. Maribel Del Real, founder of Del Real Tax Group and a Certified QuickBooks Pro Advisor, will teach you Quickbooks tricks and show you how to maximize your sales efforts through proper bookkeeping. You'll be a small biz accounting whiz in no time.

1/15

SMALL BUSINESS IMPROVEMENT FUND (SBIF) GRANTS IN CHICAGO
3:00 to 4:30 p.m.

Presented by SomerCor 504, Inc. (City of Chicago SBIF Administrator)

The Small Business Improvement Fund (SBIF) is an economic development grant program for permanent building improvements in select TIF districts around Chicago. Learn about how you might utilize SBIF rebate grants to repair or remodel your commercial or industrial property!

1/17

HOW TO OPEN A CONCESSION AT O'HARE OR MIDWAY AIRPORTS
9:30 to 11:00 a.m.

Presented by the Chicago Department of Aviation – Concessions Department

Have you ever wondered how you can operate a business or a concession at the Chicago airports? Come and learn about concession opportunities and the process to open a business.

Date

1/22

GET CONNECTED: ONLINE MARKETING TOOLS FOR YOUR BUSINESS
3:00 to 4:30 p.m.

Presented by Melinda Kelly and Samia Malik, Chatham Business Association

Are you starting or trying to grow your business? Develop a strong business marketing strategy and communication plan by understanding the differences between marketing, advertising, and public relations. Learn how Facebook, Twitter, Google and more can be used to market your business. Also get a quick glance on some free and low cost tools available online to increase efficiency and effectiveness. Feel free to bring your laptop or tablet to follow along.

1/24

HOW TO OBTAIN A SIDEWALK CAFE PERMIT
9:30 to 11:00 a.m.

Presented by BACP Public Way Use Unit

Take the mystery out of the Sidewalk Cafe Permit Application process by attending this informative workshop. We will explain the application process, inform you of all the requirements, and help you get prepared to submit an application. The entire application process may take 30 - 45 days, and the 2014 Sidewalk Cafe Season begins on March 1, so make sure to reserve your seat now.

1/29

***HOW TO BECOME CERTIFIED**
2:00 to 3:00 p.m.

Presented by the City of Chicago Department of Procurement Services (DPS)

This workshop will provide an overview of the five certification programs currently offered by the City of Chicago: Minority Owned Business Enterprise (MBE), Women Owned Business Enterprise (WBE), Business Enterprises Owned and/or Operated by Persons with Disabilities (BEPD), Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE). Receive information regarding the application process and how to avoid the most common mistakes applicants encounter when submitting their applications.

DOING BUSINESS WITH THE CITY OF CHICAGO
3:15 to 4:30 p.m.

This information is designed to outline the role and responsibility of the Department of Procurement Services, and how the City's purchasing process works. This workshop is ideal for companies looking to do business with the City of Chicago.

1/31

BIG DREAMS FOR THE SMALL BUSINESS OWNER: DON'T LET TAXES GET IN YOUR WAY
9:30 to 11:00 a.m.

Presented by Jane Zhao, Center for Economic Progress Tax Clinic Attorney

Starting a small business? Learn when you must file a tax a return and make estimated tax payments, what constitutes taxable income, what business expenses you can deduct, and how good record-keeping can help you save money and survive an IRS audit.

* Workshops offered once a month.



Facebook.com/ChiSmallBiz



@ChiSmallBiz



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/bacp

SMALL BUSINESS
★ CENTER ★