

# BUSINESS EDUCATION WORKSHOPS

• MAY 2016 • (WEDNESDAYS & FRIDAYS)

Date

5/4 **\*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 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.

5/6 **HOW TO START YOUR RESTAURANT IN CHICAGO**

9:30 to 11:00 a.m.

*Presented by The City of Chicago Department of Business Affairs and Consumer Protection*

A detailed workshop on the city's licensing process for restaurants, important inspection requirements, and tips to operate a successful food establishment. Provided by the Department of Business Affairs and Consumer Protection.

5/11 **THE ESSENTIALS FOR AVOIDING EMPLOYMENT RELATED DISPUTES**

3:00 to 4:30 p.m.

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

This presentation will provide information on how to resolve disputes in-house and how to know if you're in over your head (when to get help!). It will also provide information dealing with difficult employees, and government regulators, etc.

5/13 **STANDOUT SUBJECT LINES: GET OPEN, GET READ, GET RESULTS**

9:30 to 11:00 a.m.

*Presented by Blue Top Marketing*

Ignored – or Engaging? How are your subject lines working – or NOT working – to capture the attention and interest of your audience? This fast-paced seminar will take a deeper dive into the mechanics of truly effective subject lines. It will cover the three keys that make or break your subject line (and how short your window really is..), what works – and what does NOT work – in capturing your readers' attention, length, brand, urgency and offers – make them work for your subject lines, before and examples that make it crystal clear how to improve your results. Get their attention – get in the door – and get the response you desire. Whether you are trying to get read, realize revenue, increase your reach or inspire referrals, your subject lines are a key to your success.

*\* Workshop offered once a month.*



/ChiSmallBiz



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/ChicagoBACP

Date

5/18 **HOW TO WRITE A BUSINESS PLAN – WHAT YOU NEED TO KNOW!**

3:00 to 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.

5/20 **NAVIGATING A COMMERCIAL REAL ESTATE TRANSACTION**

9:30 to 11:00 a.m.

*Presented by Lema Khorshid, Fuksa Khorshid, LLC*

The real estate market is tough – learn how to navigate your way through commercial leases so that you can expand your operation seamlessly. In this workshop, you will hear practical tips as you learn how to locate the ideal property, negotiate the right lease for each type of business, and understand the language and details behind real estate contracts.

5/25 **HOW TO OBTAIN A VALET PARKING OPERATOR LICENSE, NOW ISSUED AT THE SMALL BUSINESS CENTER ROOM 800 AT CITY HALL**

3:00 to 4:30 p.m.

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

This workshop will give you all the information you need to become a licensed Valet Parking Operator. We will walk you through the licensing process including the application, required documents, and operational requirements.

5/27 **SMALL BUSINESS RESOURCES TO HELP YOUR BUSINESS SUCCEED**

9:30 to 11:00 a.m.

*Presented by The Small Business Administration (SBA)*

Come learn about programs, services, and partners to help you start and grow your business. Working with SBA resource partners in Illinois, can help you start, grow and achieve business success.

**CRAIN'S 7TH ANNUAL SMALL BUSINESS WEEK IS MAY 2ND TO MAY 7TH TO COINCIDE WITH THE U.S SMALL BUSINESS ADMINISTRATION'S (SBA) NATIONAL SMALL BUSINESS WEEK. THE WEDNESDAY, MAY 4TH AND FRIDAY, MAY 6TH WORKSHOPS ARE A PART OF THIS PROGRAM. ADDITIONAL EVENTS CAN BE FOUND AT CHICAGOBUSINESS.COM/SBW16.**



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)

