



TRAINING CALENDAR

U. S. Small Business Administration
 Spokane Office: (509) 353-2800
 Serving Central & Eastern Washington and Northern Idaho
 Website: www.sba.gov

AUGUST 2009 (GLOBAL)

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
8/3/09 (MON) 6:00 pm – 9:00 pm Pre-registration Recommended	How To Start a Business Boot Camp - In this workshop you will learn business feasibility, self-employment assessment, initial market research, start-up expenses, financial feasibility, choosing a business structure, obtaining financing, determining regulations, setting prices, creating marketing materials, and developing a business plan.	\$10.00	LCSC Campus, Admin Bldg., Room 12 500 8th Avenue Lewiston	SBDC – Call Cathy Corker at 208-792-2465  isbdc@lcsc.edu
8/5/09 (WED) 9:00 am – 12:00 am Pre-registration Recommended	How to Start a New Business: A step by step consideration of legal, tax, insurance, accounting, business planning and funding topics which need to be addressed to successfully start a business. Are you really ready?	\$35 per person (pre-registered), \$40 the day of the class (walk-ins) SAVE \$15 – only \$125 for four-workshop series. Two people from the same company may attend for \$10 additional. Pre-Register on-line at SCORE'S Web site: www.ScoreSpokane.org – Click on: “Workshops”	BIZSTREET Resource Center 801 W. Riverside Avenue Suite 200 Spokane	SCORE To register, call (509) 353-2821 on Tues or Wed from 8 am -11:30 am or fax registration form to (509) 353-2600 or register on line at www.ScoreSpokane.org or call (509) 353-2800.
8/6/09 (THU) Noon - 1:00 pm Pre-registration Not required	Loan Briefing Learn how to get a small business loan.	Free	SBA 801 W. Riverside Avenue Suite 200 Spokane	Call SBA at (509) 353-2800
8/6/09 (THU) 5:30 pm – 9:00 pm Pre-registration Recommended	Planning for Business Success If you fail to plan, you plan to fail. Learn how to chart a course for your business success. Discover the essential ingredients for a business plan and how to use it to grow your business.	\$29.00	NIC Workforce Training Center 525 W. Clearwater Loop Post Falls, ID	SBDC – Call Karen Farrar for more information at 208-666-8009  isbdc@nic.edu

<p>8/12/09 (WED)</p> <p>9:00 am – 12:00 am Pre-registration Recommended</p>	<p>How to Write a Business Plan: Discover why successful businesses operate with a plan. Learn how to write a comprehensive business plan and get assistance of a SCORE counselor to review and help you refine your plan.</p>	<p>\$35 per person (pre-registered), \$40 the day of the class (walk-ins) SAVE \$15 – only \$125 for four-workshop series. Two people from the same company may attend for \$10 additional. Pre-Register on-line at SCORE'S Web site: www.ScoreSpokane.org – Click on: "Workshops"</p>	<p>BIZSTREET Resource Center 801 W. Riverside Avenue Suite 200 Spokane</p>	<p>SCORE To register, call (509) 353-2821 on Tues or Wed from 8 am -11:30 am or fax registration form to (509) 353-2600 or register on line at www.ScoreSpokane.org or call (509) 353-2800.</p>
<p>8/19/09 (WED)</p> <p>9:00 am – 12:00 pm Pre-registration Recommended</p>	<p>Business Marketing and Sales: Gain insights into how to identify your prospective customers, how to attract them to your business and how to get them to buy your products and services.</p>	<p>\$35 per person (pre-registered), \$40 the day of the class (walk-ins) SAVE \$15 – only \$125 for four-workshop series. Two people from the same company may attend for \$10 additional. Pre-Register on-line at SCORE'S Web site: www.ScoreSpokane.org – Click on: "Workshops"</p>	<p>BIZSTREET Resource Center 801 W. Riverside Avenue Suite 200 Spokane</p>	<p>SCORE To register, call (509) 353-2821 on Tues or Wed from 8 am -11:30 am or fax registration form to (509) 353-2600 or register on line at www.ScoreSpokane.org or call (509) 353-2800.</p>
<p>8/20/09 (THU)</p> <p>Noon - 1:00 pm Pre-registration Not required</p>	<p>Loan Briefing Learn how to get a small business loan.</p>	<p>Free</p>	<p>SBA 801 W. Riverside Avenue Suite 200 Spokane</p>	<p>Call SBA at (509) 353-2800</p>
<p>8/26/09 (WED)</p> <p>9:00am – 12:00 pm Pre-registration Recommended</p>	<p>Financial Record Keeping: Know how and why you need to keep good business records and how to understand and use financial statements as a business management tool.</p>	<p>\$35 per person (pre-registered), \$40 the day of the class (walk-ins) SAVE \$15 – only \$125 for four-workshop series. Two people from the same company may attend for \$10 additional. Pre-Register on-line at SCORE'S Web site: www.ScoreSpokane.org – Click on: "Workshops"</p>	<p>BIZSTREET Resource Center 801 W. Riverside Avenue Suite 200 Spokane</p>	<p>SCORE To register, call (509) 353-2821 on Tues or Wed from 8 am -11:30 am or fax registration form to (509) 353-2600 or register on line at www.ScoreSpokane.org or call (509) 353-2800.</p>

September 2009 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
9/1/09 (TUE) 6:00 pm - 9:00 pm Pre-registration Recommended	Cash Flow & Record Management: This workshop will help the small business owner avoid IRS problems and provide a model for good record keeping. Topics include: IRS services, tax payer ID number, record keeping systems, accounting methods, bookkeeping systems, business transactions, business records, and business taxes.	\$25.00	LCSC Campus Admin Bldg, Room 12 500 8th Avenue Lewiston, ID	SBDC – Call Cathy Corker 208-792-2465  isbdc@lcsc.edu
9/2/09 (WED) 9:00 am – 12:00 am Pre-registration Recommended	How to Start a New Business: A step by step consideration of legal, tax, insurance, accounting, business planning and funding topics which need to be addressed to successfully start a business. Are you really ready?	\$35 per person (pre-registered), \$40 the day of the class (walk-ins) SAVE \$15 – only \$125 for four-workshop series. Two people from the same company may attend for \$10 additional. Pre-Register on-line at SCORE'S Web site: www.ScoreSpokane.org – Click on: “Workshops”	BIZSTREET Resource Center 801 W. Riverside Avenue Suite 200 Spokane	SCORE To register, call (509) 353-2821 on Tues or Wed from 8 am -11:30 am or fax registration form to (509) 353-2600 or register on line at www.ScoreSpokane.org or call (509) 353-2800.
9/3/09 (THU) Noon - 1:00 pm Pre-registration Not required	Loan Briefing Learn how to get a small business loan.	Free	SBA 801 W. Riverside Avenue Suite 200 Spokane	Call SBA at (509) 353-2800
9/8/09 (TUE) 6:00 pm - 9:00 pm Pre-registration Recommended	Small Business Employee Compensation (401K, Benefits, Compensation): Helping small business owner’s maneuver around the benefits world and how to retain employees in the competitive world of benefits.	\$25.00	LCSC Campus Admin Bldg, Room 12 500 8th Avenue Lewiston, ID	SBDC – Call Cathy Corker 208-792-2465  isbdc@lcsc.edu

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9/9/09 (WED) 9:00 am – 12:00 am Pre-registration Recommended	How to Write a Business Plan: Discover why successful businesses operate with a plan. Learn how to write a comprehensive business plan and get assistance of a SCORE counselor to review and help you refine your plan.	\$35 per person (pre-registered), \$40 the day of the class (walk-ins) SAVE \$15 – only \$125 for four-workshop series. Two people from the same company may attend for \$10 additional. Pre-Register on-line at SCORE'S Web site: www.ScoreSpokane.org – Click on: “Workshops”	BIZSTREET Resource Center 801 W. Riverside Avenue Suite 200 Spokane	SCORE To register, call (509) 353-2821 on Tues or Wed from 8 am -11:30 am or fax registration form to (509) 353-2600 or register on line at www.ScoreSpokane.org or call (509) 353-2800.
9/14/09 (MON) 6:00 pm – 9:00 pm Pre-registration Recommended	How To Start a Business Boot Camp - In this workshop you will learn business feasibility, self-employment assessment, initial market research, start-up expenses, financial feasibility, choosing a business structure, obtaining financing, determining regulations, setting prices, creating marketing materials, and developing a business plan.	\$10.00	LCSC Campus, Admin Bldg., Room 12 500 8th Avenue Lewiston	SBDC – Call Cathy Corker at 208-792-2465  isbdc@lsc.edu
9/16/09 (WED) 9:00 am – 12:00 pm Pre-registration Recommended	Business Marketing and Sales: Gain insights into how to identify your prospective customers, how to attract them to your business and how to get them to buy your products and services.	\$35 per person (pre-registered), \$40 the day of the class (walk-ins) SAVE \$15 – only \$125 for four-workshop series. Two people from the same company may attend for \$10 additional. Pre-Register on-line at SCORE'S Web site: www.ScoreSpokane.org – Click on: “Workshops”	BIZSTREET Resource Center 801 W. Riverside Avenue Suite 200 Spokane	SCORE To register, call (509) 353-2821 on Tues or Wed from 8 am -11:30 am or fax registration form to (509) 353-2600 or register on line at www.ScoreSpokane.org or call (509) 353-2800.
9/17/09 (THU) Noon - 1:00 pm Pre-registration Not required	Loan Briefing Learn how to get a small business loan.	Free	SBA 801 W. Riverside Avenue Suite 200 Spokane	Call SBA at (509) 353-2800

September 2009 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
9/21/09 (MON) 6:00 pm – 9:00 pm Pre-registration Recommended	Tell vs. Sell - Do you know what the difference is between advertising and marketing? You can find out by taking this fun and informational workshop presented by the Idaho Small Business Development Center. Learn how to develop a marketing plan, how to advertise your business and how to “brand” your business. Also learn to sell benefits and set yourself apart from your competition by exploiting your core competencies.	\$25.00	LCSC Campus, Admin Bldg., Room 12 500 8th Avenue Lewiston	SBDC – Call Cathy Corker at 208-792-2465  isbdc@lcsc.edu
9/30/09 – 1/30/10 (WED - SAT) 6:00 pm – 9:00 pm Registration Deadline is 9/18/09	NxLevel Online - NxLevel Business Planning: Designed for existing and potential entrepreneurs to learn the skills to create, develop, and strengthen their business ventures. In this 12 session online course you will consider your business options, plan your organization, research your product and market, and gain a deeper understanding of marketing and financial management. In the end, you will have developed a business plan to help you take your business to the next level. Price includes all material down loads, text, and workbook. Online means you will be able to take the sessions at your convenience but experience peer to peer learning as you share questions and thoughts with other students. In addition, your instructor will answer your questions and review your business plan.	\$485.00	Web	SBDC – Call Judy Schumacher @ 208-792-2465  isbdc@lcsc.edu

*** For your convenience, SBA now offers you the option to participate by phone from the comfort of your home or office!** To hear the presenter by conference call, dial the toll-free phone number: 1-866-740-1260 and enter the “Access Code”: 3109402. To simultaneously view the PowerPoint slides online as it is being presented log onto the website www.readytalk.com and enter the “Participant Login Code”: 3109402.

SBA - U. S. Small Business Administration: SBA is a federal agency whose mission is to promote and assist small business. For more information on SBA go to www.sba.gov

SBDC - Small Business Development Center: SBDC is a partnership between SBA and state and local governments, the educational community and the private sector to provide business management and technical assistance, training and research to small business

owners and managers to improve profitability and stimulate growth. For more information on SBDC, go to www.wsdbc.org for Washington and www.idahosbdc.org for Northern Idaho.

SCORE - Counselors to America's small businesses: SCORE is a management consulting program sponsored by SBA, comprised of active and retired business executives who volunteer their time counseling and advising small business owners on the many aspects of starting and managing their businesses. For more information on SCORE go to www.score.org

The U.S. Small Business Administration's participation in these events does not constitute an express or implied endorsement of any of the participants' opinions, products or services. Reasonable arrangements for persons with disabilities will be made, if requested at least two weeks in advance. Call the SBA at (509) 353-2800 or mail requests to SBA, 801 W. Riverside Avenue, Suite 200, Spokane WA 99201. All programs are offered on a non-discriminatory basis.