



Erie Area Business Workshops & Webinars

Helping businesses to connect the dots...

March, 2016

Start-Up Orientation- Evening Workshop [Register](#)

Tuesday, March 01, 2016 6:00 PM to 8:00 PM

Topic: Start-up Assistance

Starting Your New Business and Operating It Correctly During this course you will learn about legal structures, registration, licenses, market research, business planning, obtaining financing, insurance, taxes, and sources of assistance.

Speaker: Jesse Esparza

Location: North Metro Denver SBDC

Fee: \$ 10.00

Erie: Assessing and Evaluating Your Business [Register](#)

Wednesday, March 02, 2016 9:00 AM to 11:00 AM

Topic: Not Set

Location: Erie Chamber of Commerce 235 Wells Street, Erie CO 80516 Reservation fee is a holding fee only. No action will be taken at time of registration.

Location: East Colorado SBDC - Erie Satellite

Fee: \$ 25.00 *Only charged if a no-show*

Social Media for Your Small Business – Just the Basics [Register](#)

Wednesday, March 02, 2016 6:00 PM to 8:00 PM

Topic: Not Set

If you're new to using social media, come to this workshop! We'll cover the basic use of social media tools Twitter and Facebook, and give you the skills you need to message and manage these accounts for your small business. Through this workshop, you will learn how to set up a business account on these channels, how to prepare messages and updates, how to use your accounts effectively, how to make channel use enjoyable, as well as best practices for managing the accounts. You will come away from this workshop with the confidence to handle Twitter and Facebook easily.

Speaker: Deb Kolaras, Founder/Owner of Marketing Java

Location: Boulder SBDC - Longmont Satellite

Fee: \$ 45.00

Buying or Selling a Business Register

Thursday, March 03, 2016 9:00 AM to 12:00 PM

Topic: Not Set

This seminar covers the fundamentals of the business acquisition process and is geared to both buyers and sellers. The elements of a business sale, including business valuation, financing and due diligence will all be covered in this fast-paced event. Concepts that attendees will learn: • Elements of a business sale • Business valuation • Financial recasting • Business financing • Value drivers • Reasons to buy or sell a business

Speaker: Front Range Business, Inc.: Suzanne De Lucia, President and Paul Chambliss, Vice-President

Location: Boulder SBDC

Fee: \$ 45.00

***NEW* Collecting Your Fees and Avoiding Contract Loopholes Register**

Thursday, March 03, 2016 12:00 PM to 2:00 PM

Topic: Business Basics

To run a successful business, every dollar counts. As a business owner, it is important that your company understands basic contract terms and how to collect the fees earned after service has been performed or a product has been delivered. This course gives a brief overview of the necessary terms that should be included in every contract and how to navigate the collection process in small claims court.

Speaker: Attorneys Chuong M.Le and Nicoal Sperrazza, 3i Law

Location: North Metro Denver SBDC

Fee: \$ 20.00

Spreadsheet Set-up for Small Business Register

Friday, March 04, 2016 9:00 AM to 11:00 AM

Topic: Business Basics

Laptop computers are provided for this hands on course. You will learn the details of the Excel environment and how to build a spreadsheet with a strong foundation for tracking business activities. Entry and editing techniques will save time and ensure accuracy in building an Excel spreadsheet from the ground up. Mouse, navigation, selection and formatting techniques will be included. Learn basic Arithmetic in Excel, Order of Operations, and built-in functions, such as Summation, Average, Minimum, Maximum, and Count. Manage multiple worksheets, name cells, and use copy, paste, move and delete commands effectively. Master page setup, how to make Excel print what you want in the way you want. Build basic charts. Automate the work you do in Excel using automatic Tables and automatic Subtotals. Best practices will be discussed throughout.

Speaker: Mitzi Katz

Location: North Metro Denver SBDC

Fee: \$ 20.00

Accounting Made Simple with Xero Register

Friday, March 04, 2016 9:00 AM to 11:30 AM

Topic: Business Accounting and Budget

Are you tired of fussing with your accounting software or excel spread sheets? Do you wish it was mobile and online and that you could get support 24/7? If you answered yes to either question you will love Xero Accounting Software for Small Business owners. During this session you will learn how this software simplifies accounting for you the small business owner. Now you can use Xero's mobile apps to manage your business while you're on the move. Reconcile, send invoices and create expense claims – from anywhere. Seating is limited, register today.

Speaker: Wendy J. Renslow, ABC Auditing Bookkeeping & Consulting, LLC

Location: North Metro Denver SBDC - Brighton Satellite

Fee: \$ 35.00

Carbon Valley: Ready to Start a Business Register

Tuesday, March 08, 2016 6:00 PM to 7:45 PM

Topic: Business Basics

Location Carbon Valley Library 7 Park Avenue Firestone, CO 80504

Location: East Central Colorado SBDC - Firestone Satellite

Fee: \$ 25.00 – *Only charged if a no-show*

Stepping Up to Leadership Register

Wednesdays, March 9, 16, 23 and 30th – 4 day session 8:30 AM to 5:00 PM

Transitioning effectively into a new management position can be challenging. In that pivotal role between employees and management, the supervisor must navigate the expectations of both groups, manage competing priorities, achieve results through the work of his/her team, and resist the temptation to be the team's top-performer or Super-Doer!

Location: Front Range Community College 3645 W. 112th Avenue, Westminster

Fee: \$875.00 (includes catered lunch)

The Employee Life Cycle Register

Thursday, March 10, 2016 9:00 AM to 11:00 AM

Topic: Managing Employees

So, you want to hire an employee: What paperwork do you have to complete? How much should you pay them? What if you have to fire them? This course will not only help you answer those questions, but will also provide a solid framework to help you hire the right person and better manage them. As a class participant, you will learn the steps in the employee life cycle: what to do before you hire someone, how to orient them to your company, and how to effectively set expectations and manage their behavior.

Speaker: Courtney Berg, SPHR, SHRM-SCP

Location: North Metro Denver SBDC

Fee: \$ 20.00

***NEW* 3 Part Bookkeeping Know How and Accounting Basics-PACKAGE DEAL Register**

Friday, March 11, 2016 9:00 AM to 12:00 PM

Topic: Business Accounting and Budget

A common challenge for business owners is: Do I do my own bookkeeping or do I hire someone to maintain my books for me? Whether performing the work yourself or outsourcing some or all of the bookkeeping duties this series of workshops is designed to give you the bookkeeping know-how and accounting basics you need to keep your financial house in order. Part 1 – Setting Up Your Accounting Systems Part 2 – Cash In and Cash Out Part 3 – Your Financial Statements are a Powerful Management Tool

Speaker: Suzy Schutz of Apis Business Solutions and eL3

Location: North Metro Denver SBDC

Fee: \$ 45.00

“How to sell without looking and feeling like a salesperson” Register

Friday, March 11, 2016 9:00 AM to 12:00 PM

Topic: Not Set

The #1 skill business owners need is the ability to sell. However, people are never really taught how to sell effectively; The old school way of selling has lost its effectiveness and most often will place you into a position of frustration, anger and fatigue; Are you tired of chasing clients? Are you tired of playing by their rules? Are you tired of playing the waiting game with prospects? Would you like to learn to sell without looking like a sales person? Come learn how to effectively solve your clients’ problems and build an open, honest sales environment that will lead you to more success and income.

Speaker: Chris Felton, author Couples Money

Location: North Metro Denver SBDC - Brighton Satellite

Fee: \$ 15.00

***NEW* Setting Up Your Accounting Systems Register**

Friday, March 11, 2016 9:00 AM to 12:00 PM

Topic: Business Accounting and Budget

Improve your bottom line with a sound financial reporting foundation. Good organization saves time and money. • Define what you need to track in order to pick the right tools. • Design or redesign your account list to ensure meaningful reporting. • Utilize a month-end checklist to help you get it done right.

Speaker: Suzy Schutz of Apis Business Solutions and eL3

Location: North Metro Denver SBDC

Fee: \$ 20.00

Start-Up Orientation- Evening Workshop Register

Tuesday, March 15, 2016 6:00 PM to 8:00 PM

Topic: Start-up Assistance

Starting Your New Business and Operating It Correctly During this course you will learn about legal structures, registration, licenses, market research, business planning, obtaining financing, insurance, taxes, and sources of assistance.

Speaker: Jesse Esparza

Location: North Metro Denver SBDC

Fee: \$ 10.00

Workers Compensation Employer Workshop

RSVP to egonzalez@weldgov.com

Wednesday, March 16, 2016 12:00 PM to 1:30 PM

Please join ESWC and Kimberly Joyce, Claims Manager for the CO Division of Workers Compensation.

Location: 315 North 11th Avenue, Building B, Greeley

Fee: FREE

Erie: Assessing and Evaluating Your Business Register

Wednesday, March 16, 2016 5:00 PM to 7:00 PM

Topic: Not Set

Location: Erie Chamber of Commerce 235 Wells Street, Erie CO 80516 Reservation fee is a holding fee only. No action will be taken at time of registration.

Location: East Colorado SBDC - Erie Satellite

Fee: \$ 25.00 *Only charged if a no-show*

Introduction to PTAC Register

Thursday, March 17, 2016 9:00 AM to 11:00 AM

Topic: Government Contracting

PTAC Counselor, Tom Thompson will inform you about PTAC's free services including Bid Match. This is a powerful search engine that will scrape publicized government bids matching your keywords and codes and will send that bid match directly to your email inbox. If you want to use PTAC services, this session is a must to attend in order to help us determine if you have what it takes to sell to the government. We will describe what services we can offer you in this process, and help you make the best value decision before proceeding further into the A-Maze-ing process of selling to the government. The session will get you off to the right start plus offer you networking and marketing opportunities.

Speaker: Tom Thompson, Colorado PTAC

Location: North Metro Denver SBDC

Fee: \$ 20.00

***NEW* Cash In and Cash Out Register**

Friday, March 18, 2016 9:00 AM to 12:00 PM

Topic: Business Accounting and Budget

No matter what accounting system you use, you need to know how to properly record your expense and income transactions. Record sales transactions, checks, debit card activity, credit card charges and deposits with confidence. • Customer invoicing and managing accounts receivable • Paying bills and managing accounts payable • Reconcile your bank and credit card accounts to ensure accuracy

Speaker: Suzy Schutz of Apis Business Solutions and eL3

Location: North Metro Denver SBDC

Fee: \$ 20.00

Start-Up Essentials Register

Wednesday, March 23, 2016 1:00 PM to 4:30 PM

Topic: Not Set

Attorney Theresa Pickner walks you through the nuts and bolts of starting your own business, including legal entity selection, taxes (sales, use, and payroll), liability protection, registering your trade name, and more. This workshop will help save time and stress by helping you determine which agencies to contact along with the forms you will need, and by providing the information necessary to make key decisions before completing your paperwork. You will receive a digital packet containing reference materials and forms you will need to get your business started right away. Attendees may also arrange for a private consultation for up to an hour with Theresa Pickner at no extra charge. Location: Boulder Public Library Main Branch, 1001 Arapahoe Avenue in the Canyon Room

Speaker: Theresa A. Pickner, Attorney at Law

Location: Boulder SBDC

Fee: \$ 45.00

Business Research 1.0

Thursday, March 24, 2016 6:00 PM to 7:00 PM

Topic: Not Set

Learn how to use library resources, in print and online, to put together a solid business plan. Staff librarian will demonstrate library and other resources and answer the most common questions about research. No reservation required. For more information, contact the library at 303-441-3100. Location: Boulder Creek Room at the Boulder Public Library

Speaker: Eladia Rivera, Boulder Public Library

Location: Boulder SBDC

Leadership and Goal Setting Register

Thursday, March 24, 2016 6:00 PM to 8:00 PM

Topic: Managing a Business

Are you seeking the best methods to lead and to focus on your organization's goals? Emphasis is on effective leadership skills and the power of goal setting. The organizational leader will gain knowledge on techniques that motivate employees, create accountability, and get results. Performance tracking and feedback, SMART goals, and goal setting impact on achieving objectives will be discussed.

Speaker: Jon Jagers

Location: North Metro Denver SBDC

Fee: \$ 20.00

Biz Start Academy Register

Friday, March 25, 2016 9:00 AM to 1:00 PM

Topic: Start-up Assistance

Today more people are starting their own business for many reasons; downsizing where they worked for many years; following a lifelong dream; freedom, etc. This half day workshop will get you in motion. Our facilitators will walk you through the start up steps: 1. What's in a Name 2. Determine a Legal Structure 3. Where to register your business name. Check the Secretary of State Business data base to see if it is available. 4. How to get an FEIN (Federal Employee Identification Number). 5. What business licenses you need. 6. Doing Business with your municipality 7. Understanding Federal State, county and city tax requirements. 8. Understand how to obtain a business bank account. 9. Why you need business insurance. 10. Business finance and taxes. 11. Meet with counselors to get questions answered and set up a follow up appointment. This training will take a few hours but in the end you will have a better understanding of how to start and run your business and all the confusion surrounding licensing and legal requirements will be behind you. What is more you will be an entrepreneur with a network of advisers and documents to get you off on the right foot. Light continental breakfast provided. Speaker: Kendra Fernandez, FBD Strategies; Chuong M. Le, The 3iLaw; Jean Starr, City of Brighton Sales Tax Division; Jennifer Holmes, City of Brighton One Stop Center; Lynn Weintraub, Colorado Business Accounting and Consultants Corp.; Valerie Escatel, Valley Bank & Trust; Gabe Lopez, Nationwide Insurance; Teri Sanchez, SBDC Location: North Metro Denver SBDC - Brighton Satellite
Fee: \$ 25.00

***NEW* Your Financial Statements are a Powerful Management Tool Register**

Friday, March 25, 2016 9:00 AM to 12:00 PM

Topic: Business Accounting and Budget

Sound business decisions begin with real-time reports that tell you the true financial story of your business. • Use your Profit and Loss Statement to help you determine what is making you money and where you can trim expenses. • See how the Balance Sheet – the business owner's report card – is a snapshot of the overall health of the business.

Speaker: Suzy Schutz of Apis Business Solutions and eL3

Location: North Metro Denver SBDC

Fee: \$ 20.00

How to Apply for Certifications to Do Business with the Federal Government Register

Tuesday, March 29, 2016 9:00 AM to 11:30 AM

Topic: Not Set

The SBA - Colorado District Office is presenting a FREE workshop on how to apply for certifications needed to conduct business with the federal government. Federal Certifications include: Woman-Owned Small Business, Small Disadvantaged Business, Veteran & Service Disabled Veteran Program, 8(a) Business Development Program, and HUBZone Empowerment Contracting Program.

Speaker: Carolyn Terrell and Katherine Roth, U.S. Small Business Administration

Location: Boulder SBDC

Fee: FREE

How to Do Business with CDOT Register

Wednesday, March 30, 2016 9:00 AM to 11:00 AM

Topic: Not Set

This workshop is an excellent primer for firms interested in learning how to do business with the Colorado Department of Transportation (CDOT). Find out what they buy, how they solicit for goods and services and where to find contract opportunities. This workshop will also include a discussion about CDOT's small business certifications and how they can help you become more competitive in bidding on CDOT projects.

Speaker: Cathy Kramer, Connect2DOT

Location: Boulder SBDC

Fee: Free

April, 2016

Biz Start Academy Register

Friday, April 01, 2016 9:00 AM to 1:00 PM

Topic: Start-up Assistance

Today more people are starting their own business for many reasons; downsizing where they worked for many years; following a lifelong dream; freedom, etc. This half day workshop will get you in motion. Our facilitators will walk you through the start-up steps: 1. What's in a Name 2. Determine a Legal Structure 3. Where to register your business name. Check the Secretary of State Business data base to see if it is available. 4. How to get an FEIN (Federal Employee Identification Number). 5. What business licenses you need. 6. Doing Business with your municipality 7. Understanding Federal State, county and city tax requirements. 8. Understand how to obtain a business bank account. 9. Why you need business insurance. 10. Business finance and taxes. 11. Meet with counselors to get questions answered and set up a follow up appointment. This training will take a few hours but in the end you will have a better understanding of how to start and run your business and all the confusion surrounding licensing and legal requirements will be behind you. What is more you will be an entrepreneur with a network of advisers and documents to get you off on the right foot. Light continental breakfast provided.

Speaker: Kendra Fernandez, FBD Strategies; Chuong M. Le, The 3iLaw; Jean Starr, City of Brighton Sales Tax Division; Jennifer Holmes, City of Brighton One Stop Center; Lynn Weintraub, Colorado Business Accounting and Consultants Corp.; Valerie Escatel, Valley Bank & Trust; Gabe Lopez, Nationwide Insurance; Teri Sanchez, SBDC
Location: North Metro Denver SBDC - Brighton Satellite

Fee: \$ 25.00

Start-Up Essentials Longmont Register

Tuesday, April 05, 2016 6:00 PM to 9:00 PM

Topic: Not Set

Attorney Theresa Pickner walks you through the nuts and bolts of starting your own business, including legal entity selection, taxes (sales, use, and payroll), liability protection, registering your trade name, and more. This workshop will help save time and stress by helping you determine which agencies to contact along with the forms you will need, and by providing the information necessary to make key decisions before completing your paperwork. You will receive a digital packet containing reference materials and forms you will need to get your

business started right away. Attendees may also arrange for a private consultation for up to an hour with Theresa Pickner at no extra charge.

Speaker: Theresa A. Pickner, Attorney at Law

Location: Boulder SBDC - Longmont Satellite

Fee: \$ 45.00

Start-Up Orientation -Evening Workshop Register

Tuesday, April 05, 2016 6:00 PM to 8:00 PM

Topic: Start-up Assistance

Starting Your New Business and Operating It Correctly During this course you will learn about legal structures, registration, licenses, market research, business planning, obtaining financing, insurance, taxes, and sources of assistance.

Speaker: Jesse Esparza

Location: North Metro Denver SBDC

Fee: \$ 10.00

More Traffic to Your Website: DIY SEO (Search Engine Optimization) Register

Wednesday, April 06, 2016 4:30 PM to 7:00 PM

Topic: Marketing and Sales

Everyone wants more traffic to their website, but how can you generate the traffic you want? What you have to start with is setting up your site correctly so that search engines know who they should be sending to you. In this training you will learn how to score your site to see what needs to be fixed. We will show you the best tools available for diagnosis, keyword and competitive research that will help you come out on top. You will learn the exact page and site structure that Google is looking for on your site and how to set it up. You will leave with a clear blueprint of what you need to do to get and keep your site on top of search results. This is a working workshop. That means you need to bring your laptop so you can actually do some work on your site in the class. We will have laptops available for your use free of charge if you do not have your own laptop for class. Score your site, learn the key tools for you and your competition and all about keywords. Create the ideal buyer profile, and the perfect structure for an easy-to-find page and website.

Speaker: Peter Brisette

Location: City of Thornton Economic Development Center - North Metro SBDC Satellite Location, City of Thornton Economic Development Center

Fee: \$ 20.00

What Does 'The Cloud' Mean to My Business? Register

Thursday, April 07, 2016 9:30 AM to 11:30 AM

Topic: Not Set

We have been hearing the word 'cloud' tossed around quite a bit in the last few years. While there are many fantastic cloud based solutions, it's hard for a business to know which applications will truly help run and grow their business. Come to learn more about how to leverage the cloud for your business. Attendees will learn how

to vet cloud applications and calculate Total Cost of Ownership (TCO) for different technology systems for their business.

Speaker: Shaun Oshman; Founder & CEO; iSupportU

Location: Boulder SBDC

Fee: \$ 40.00

LEAN Process Improvement Register

Thursday, April 07, 2016 6:00 PM to 8:00 PM

Topic: Managing a Business

Are you pursuing easy to understand and effective lean methods for your business? Examine the concepts of lean process improvement that can be applied to any type of business. Lean tools of Visual Workplace (real time information), 5S Methods (workplace organization), Kaizen Events (problem solving), and Process Mapping (work flow analysis) will be discussed. Students develop a solid understanding of how to use lean techniques to reduce cost, improve quality, and engage employees.

Speaker: Jon Jagers

Location: North Metro Denver SBDC

Fee: \$ 20.00

Making Raving Fans: How One Company Increased Revenues by 300% with a GREAT Service Strategy Register

Friday, April 08, 2016 9:00 AM to 11:30 AM

Topic: Customer Relations

By delighting its customers, Sunshine Plumbing, Heating & Air is projected to reach \$1.8 million in revenue this year, up from \$179,000 in 2012. The company accomplished this growth using a strategic, laser-focused marketing plan and "12 Points of Love" with its customers. Come and learn Sunshine's "secret sauce" ... and how you can apply it in your business.

Speaker: Susan Roberts Frew, President, Sunshine Plumbing Heating Air

Location: North Metro Denver SBDC - Brighton Satellite

Fee: \$ 15.00

Leasing or Buying Commercial Real Estate Register

Tuesday, April 12, 2016 10:00 AM to 12:00 PM

Topic: Not Set

Location: Boulder SBDC

Fee: \$ 40.00

Erie: Ready to Start a Business Register

Tuesday, April 12, 2016 6:00 PM to 7:45 PM

Topic: Not Set

Location: Erie Library 400 Powers Street Erie, CO 80516

Location: East Colorado SBDC - Training Site - Erie High Plains Library, Erie

Fee: \$ 25.00 – *charged only if a no-show*

LITERACY SHOWCASE: Startup Roadmap Register

Thursday, April 14, 2016 9:00 AM to 12:00 PM

Topic: Not Set

Plan the successful launch or growth of your business with the Startup Roadmap workshop. Instructors will use the Business Model Canvas to identify key challenges you'll need to address as your business grows. Attendees can expect to: • Begin a draft of their Business Model Canvas • Understand how it serves as a foundation for a business plan • Draft basic financial projections and understand cash-flow vs. income • Be provided a list of resources to dig deeper Startup Roadmap is a three-hour, hands-on workshop with a focus on making key business concepts clear, accessible and actionable. This workshop is part of Boulder Public Library's Literacy Showcase, so it is offered at no charge!

Speaker: Bing Chou, DealerHQ and Ian Netherton, CPA/ABV, CGMA

Location: Boulder SBDC

Business Resource Panel

Thursday, April 14, 2016 3:30 PM to 5:00 PM

Topic: Not Set

Interested in starting your own business or growing the one you've got? The City of Boulder, the Boulder Public Library, and the Boulder Small Business Development Center are hosting an event to provide information about small business resources on the second Thursday of each quarter in the Boulder Creek Room in the Main Library from 3:30-5pm. The session is free and open to the public. Speakers from the city and business community will touch on topics including financial incentives, licensing, sales and use taxes, library resources, and small business support services provided locally.

Speaker: City of Boulder, Boulder Public Library, Boulder Small Business Development Center

Location: Boulder SBDC

Fee: FREE

Credit Card Processing Register

Friday, April 15, 2016 12:00 PM to 2:00 PM

Topic: Business Basics

There are huge shifts coming in how businesses accept credit cards. This training event will provide education to merchants regarding these significant changes in Payment Card Industry (PCI) compliance and Europay MasterCard Visa (EMV) chip use. You will also learn the latest in technology and what is the best fit for your business.

Speaker: Kim Smith

Location: North Metro Denver SBDC

Fee: \$ 20.00

Start-Up Orientation- Evening Workshop Register

Tuesday, April 19, 2016 6:00 PM to 8:00 PM

Topic: Start-up Assistance

Starting Your New Business and Operating It Correctly During this course you will learn about legal structures, registration, licenses, market research, business planning, obtaining financing, insurance, taxes, and sources of assistance.

Speaker: Jesse Esparza

Location: North Metro Denver SBDC

Fee: \$ 10.00

Start-Up Essentials Register

Wednesday, April 20, 2016 1:00 PM to 4:30 PM

Topic: Not Set

Attorney Theresa Pickner walks you through the nuts and bolts of starting your own business, including legal entity selection, taxes (sales, use, and payroll), liability protection, registering your trade name, and more. This workshop will help save time and stress by helping you determine which agencies to contact along with the forms you will need, and by providing the information necessary to make key decisions before completing your paperwork. You will receive a digital packet containing reference materials and forms you will need to get your business started right away. Attendees may also arrange for a private consultation for up to an hour with Theresa Pickner at no extra charge. Location: Boulder Public Library Main Branch, 1001 Arapahoe Avenue in the Flatirons Room

Speaker: Theresa A. Pickner, Attorney at Law

Location: Boulder SBDC

Fee: \$ 45.00

BizModel Workshop - Strategic Planning for Business Development and Growth Register

Friday, April 22, 2016 9:00 AM to 4:00 PM

Topic: Business Basics

Forget Business Plans! The business planning method for the 21st Century is more practical and effective in not only starting a business but in growing a business through the different stages of business growth. A business model describes the value an organization offers to its customers. It illustrates the capabilities and resources required to create, market and deliver this value, and to generate profitable, sustainable revenue streams. The BIZMODEL Workshop offers systematic methodologies of business development strategies to deliver value and innovation to business planning offering a new perspective on business strategy using a business model template which will help you: 1. Identify your true business model and niche 2. Identify your real customer segments 3. Focus on the big picture (lowering the planning risk) 4. Reach beyond existing demand to show the scalability of the business 5. Develop the strategic sequence for the business 6. Identify key organizational hurdles 7. Build execution into the strategy How to structure the business to insure future growth using a reproducible manner, leading to opportunity while minimizing risk To help ensure the business model can be implemented in a way that it supports a viable business each participant will be given a follow up appointment to complete a business model that can be implemented/or presented to a lending institution. A light continental breakfast and light lunch will be served.

Speaker: SBDC Consultants

Location: North Metro Denver SBDC - Brighton Satellite

Fee: \$ 25.00

10+ Strategies for Hiring your First Employee Register

Friday, April 22, 2016 9:30 AM to 11:30 AM

Topic: Managing Employees

This course will explore teachings and strategies to hire for the right fit including, pre-hire legal musts, key interview questions and analysis of candidates, qualities of a great leader, tips to manage employees effectively and common mistakes new business owners make. In addition you will learn keys to establishing work ethics and conflict resolution within the office.

Speaker: Jacquelyn Jones

Location: North Metro Denver SBDC

Fee: \$ 20.00

Business Research 1.0

Thursday, April 28, 2016 6:00 PM to 7:00 PM

Topic: Not Set

Learn how to use library resources, in print and online, to put together a solid business plan. Staff librarian will demonstrate library and other resources and answer the most common questions about research. No reservation required. For more information, contact the library at 303-441-3100. Location: Boulder Creek Room at the Boulder Public Library

Speaker: Librarian, Boulder Public Library

Location: Boulder SBDC

Fee: FREE

Let's Put Our Cities on the Map Register

Friday, April 29, 2016 9:00 AM to 11:30 AM

Topic: Marketing and Sales

PUT YOUR BUSINESS ON THE MAP We want to help every business in our community get found on the web—starting with yours. People are searching online for businesses like yours every day. Make sure they can find and connect with you by adding your business information to Google Search and Maps. Create a website FREE!

Speaker: Kendra Fernandez, FBD Strategies, LLC

Location: North Metro Denver SBDC - Brighton Satellite

Fee: FREE

Updated 02.22.2016

ONLINE WEBINARS AND RESOURCES MATERIALS:

- East Colorado SBDC Free E-Learning Videos <http://www.eastcoloradosbdc.com/training/free-elearning-videos>
- Highplains Library <http://highplains.libguides.com/business>
- SBA Learning Center Online Training & Videos <https://www.sba.gov/tools/sba-learning-center/search/training> Topics include: Sales: A Guide for the Small Business Owner; Marketing 101: A Guide to Winning Customers; Legal Requirements for Small Businesses; Introduction to Pricing; Small Business Employee Recruitment and Retention; Savings Plans for Small Businesses; Financing Options for Small Businesses; Cybersecurity for Small Businesses; Introduction to Accounting; How to Prepare a Loan Package; and much more.
- The [IRS Video portal](#) contains video and audio presentations on topics of interest to small businesses, individuals and tax professionals. You will find video clips of tax topics, archived versions of live panel discussions and webinars.

CLASS LOCATIONS:

Boulder SBDC	Bolder Library, Main Branch, 1001 Arapahoe Avenue, North Wing-Canyon Entrance, Boulder, CO 80302
Boulder SBDC - Longmont Satellite	Longmont Area Chamber of Commerce, 528 Main St. Ste. A, Longmont, CO 80501
East Colorado SBDC – Erie Satellite	Classes at Erie Community Library, 400 Powers Street, Erie, CO 80516 Consulting at Erie Chamber of Commerce 235 Wells Street, Erie, CO 80516
East Central Colorado SBDC – Firestone Satellite	Classes at Carbon Valley Library, 7 Park Avenue, Firestone, CO 80504 Consulting at Carbon Valley Chamber, 8308 Colorado Blvd. Firestone, CO 80504
East Central Colorado SBDC – Fort Lupton Satellite	Fort Lupton Chamber of Commerce, 321 Denver Ave., Fort Lupton, CO 80621
East Colorado SBDC – Mead Satellite	East Colorado Bank, 141 Main Street, Mead, CO 80524
East Colorado SBDC – Windsor Chamber of Commerce Satellite	Windsor Chamber of Commerce, 421 Main Street, Windsor, CO 80550
North Metro Denver SBDC	Front Range Community College, 3645 W. 112 th Ave. Room C1220, Westminster, CO 80030 (Inside Entrance 3 on Southeast side of campus)
North Metro Denver SBDC - Brighton Satellite	Historic Brighton City Hall, 22 S. 4 th Ave. #305, Brighton, CO 80601
North Metro Denver SBDC - Broomfield Satellite	Broomfield Business Resource Center, 2095 W. Sixth Ave., Ste. 109, Broomfield, CO 80020

Note: Some classes may be held at other locations, review registration for exact location/room.