



# Erie Area Business Workshops & Webinars

Helping businesses to connect the dots...

## July, 2016

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### **Start-Up Orientation- Evening Workshop Register**

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

Ready to start a business in Colorado? This comprehensive Business Startup Orientation has been designed as a starting place for anyone who is considering jumping into business for the first or seventh time. This seminar will provide you with a Colorado Startup Guide, free library resources to support your business, web resources, as well as a general overview of things to consider when starting a business. Join us in person for this workshop! During this workshop, you'll learn about: -Business licensing requirements -Business required taxes -Legal forms or organization -Components of a business plan -Essentials for marketing -Management requirements -Financial planning -Means to fund a business

Speaker: Jesse Esparza

Location: North Metro Denver SBDC

Fee: \$ 25.00

### **CDOT Construction Contractor Compliance Register**

Friday, July 08, 2016 9:00 AM to 3:30 PM

Location: CDOT Region 4 Big Thompson A & B Conference Rooms 10601 W. 10th Ave. Greeley CO 80634

Location: East Colorado SBDC Satellite Office - CDOT Region 4, Greeley

Fee: \$ 25.00

### **Carbon Valley: Ready to Start a Business Register**

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

Location: Carbon Valley Library 7 Park Avenue Firestone, CO 80504

Location: East Central Colorado SBDC - Firestone Satellite

Fee: \$ 25.00

### **Enlisting Brand Champions: How Happy Employees Grow Your Brand Register**

Tuesday, July 12, 2016 9:30 AM to 11:30 AM

People do business with people they like...and trust. That's why you want your employees to be enthusiastic and well-informed as they engage with customers, vendors...and each other! Participants in this workshop will learn: • Simple tools and techniques for motivating

employees to make positive impressions. • How to shape your business image with easy, budget-friendly practices. • Ways to project your business to job seekers as an “employer of choice.”

Speaker: Mike Kohler

Location: North Metro Denver SBDC

Fee: \$ 25.00

### **Start-Up Essentials Register**

Wednesday, July 13, 2016 1:00 PM to 4:30 PM

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

### **Employee Empowerment Techniques Register**

Thursday, July 14, 2016 9:00 AM to 11:00 AM

Are you searching for tools for realizing the best results from your employees? This course discusses techniques for employee empowerment. Applications for cultural change, brain storming, and rewards and recognition will be reviewed. The course teaches leaders how to inspire employees to be involved, be proactive, and to be action oriented for achieving results.

Speaker: Jon Jagers

Location: North Metro Denver SBDC

Fee: \$ 25.00

### **Business Resource Panel**

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

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

### **Small Business Accounting - Made Simple with Xero Register**

Friday, July 15, 2016 9:00 AM to 11:30 AM

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. Xero is

another cool piece of software that affords you luxury accounting and invoicing options that don't hurt the wallet. They are very mindful of small businesses and their needs, Xero allows you to send recurring invoices, perform payroll services, and prepare W2's and I-9's. It is also compatible with PayPal, Square, and other well known payment services. During this session you will learn how this software simplifies accounting for 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 for this FREE introductory class.

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

Location: North Metro Denver SBDC - Brighton Satellite

### **Start-Up Orientation- Evening Workshop Register**

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

Ready to start a business in Colorado? This comprehensive Business Startup Orientation has been designed as a starting place for anyone who is considering jumping into business for the first or seventh time. This seminar will provide you with a Colorado Startup Guide, free library resources to support your business, web resources, as well as a general overview of things to consider when starting a business. Join us in person for this workshop! During this workshop, you'll learn about: -Business licensing requirements -Business required taxes -Legal forms or organization -Components of a business plan -Essentials for marketing -Management requirements -Financial planning -Means to fund a business

Speaker: Jesse Esparza

Location: North Metro Denver SBDC

Fee: \$ 25.00

### **Talking Shop: How Highly Engaged Employees Help You Boost Profits Register**

Wednesday, July 20, 2016 9:30 AM to 11:30 AM

As you explore innovative ways to grow your business, within your organization you'll find a limitless source of ideas – your employees. A highly-engaged workforce wants to help you improve processes and profits. All you have to do is ask.

Speaker: Mike Kohler

Location: North Metro Denver SBDC

Fee: \$ 25.00

### **The Employee Life Cycle Register**

Thursday, July 21, 2016 9:00 AM to 11:00 AM

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: \$ 25.00

### **Biz Start Academy Register**

Friday, July 22, 2016 9:00 AM to 1:00 PM

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

### **Building a Team to Get Things Done: A Virtual Workforce Register**

Tuesday, July 26, 2016 6:00 PM to 8:00 PM

The workforce is changing quickly. Hiring and retaining good team members is a challenge. How can you leverage a high quality workforce and use technology to get more work done and help your business grow? We will explore: • Could you benefit from a virtual workforce? • How to hire to get more work done • Creating processes that work • Pitfalls to avoid – lessons learned • Are there key benefits you can provide employees besides just money? Peter Brissette operates his business with a virtual staff, many in other states. He employs high quality workers at a reasonable rate, and does not have to hire full time workers. Workers benefit in this situation by working from home on their own schedules.

Speaker: Peter Brissette

Location: North Metro Denver SBDC

Fee: \$ 25.00

### **10+ Strategies for Hiring your First Employee Register**

Wednesday, July 27, 2016 9:00 AM to 11:30 AM

This course will explore teachings and strategies to hire for the right fit, tips to manage employees effectively, common mistakes new business owners make, trusting your instincts, developing leadership skills, building people, process and performance. How to maximize special talents. Keys to establishing work ethics and conflict resolution within the office.

Speaker: Jacquelyn Jones

Location: North Metro Denver SBDC

Fee: \$ 25.00

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## **August, 2016**

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### **Start-Up Orientation- Evening Workshop Register**

Tuesday, August 02, 2016 6:00 PM to 8:00 PM

Ready to start a business in Colorado? This comprehensive Business Startup Orientation has been designed as a starting place for anyone who is considering jumping into business for the first or seventh time. This seminar will provide you with a Colorado Startup Guide, free library resources to support your business, web resources, as well as a general overview of things to consider when starting a business. Join us in person for this workshop! During this workshop, you'll learn about: -Business licensing requirements -Business required taxes -Legal forms or organization ? -Components of a business plan ? -Essentials for marketing ? -Management requirements ? -Financial planning ? -Means to fund a business

Speaker: Jesse Esparza

Location: North Metro Denver SBDC

Fee: \$ 25.00

### **Lean Process Improvement Register**

Thursday, August 04, 2016 9:00 AM to 11:00 AM

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: \$ 25.00

### **Cómo Comenzar y Operar Correctamente su Negocio Nuevo Register**

Wednesday, August 03, 2016 6:00 PM to 8:00 PM

Existen muchas reglas para los negocios, y hay muchas preguntas que tiene uno que pensar en abrir su negocio ¿A cuál mercado se dirige? ¿Quiénes son su competencia? ¿Tiene la destreza directiva necesaria para operar su negocio? Teniendo el dinero necesario para comenzar y operar su negocio es muy importante. Éstas y más preguntas serán las respuestas del seminario, Cómo Comenzar y Operar Correctamente su Negocio.

Speaker: Jesse Esparza, Morning Sun Enterprises, LLC

Location: Boulder SBDC - Longmont Satellite

### **Employee Turnover, Retention, Satisfaction Register**

Tuesday, August 09, 2016 9:00 AM to 11:30 AM

One of the largest expenses for any business is personnel. We're all familiar with the direct costs – pay, benefits, etc. But what about the costs involved in hiring and turnover? In this session you'll learn about the true costs of employee turnover: not just recruiting, but the other costs involved; direct costs, indirect costs, and opportunity costs. You'll also learn about the high price of unhappy employees, such as poor customer service, the "one bad apple" effect, and damage to your brand. We'll look at the causes of employee turnover, such as dissatisfaction and lack of engagement. It's not all bad news, though – you'll also get tips on how to address turnover: motivation, engagement, and improving employee satisfaction.

Speaker: Kevin Kays

Location: North Metro Denver SBDC

Fee: \$ 25.00

## **Erie: Ready to Start a Business Register**

Tuesday, August 09, 2016 6:00 PM to 7:45 PM

Location: Erie Library 400 Powers Street Erie, CO 80516

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

Fee: \$ 25.00

## **Boot Camp de Planificación de Negocios Register**

Wednesday, August 10, 2016 6:00 PM to 8:00 PM, 5 sessions ending Wednesday, September 07

¿Buscan saltar iniciar su concepto de negocio? Este campamento le ayudará rápidamente desarrollar su plan de negocios y determinar la factibilidad de lanzar su negocio. Este taller consisten en 10 horas de entrenamiento y cubre esenciales empresariales, marketing, organización y resumen financiero. Además, cada participante podrá hacer 5 horas de gratis, asesoría uno-a-uno con el consejero de SBDC. Esta serie está presentado en español. El objetivo de este campamento es permitir a los participantes que crear un plan o viabilidad de negocios. Los participantes reunirán cada semana con el consejero para recibir mas ayuda y para que terminen las tareas y cumplan con el plan de negocio. Estamos aquí para ayudarles. Los negocios multiculturales son animados a asistir esta serie. Los asistentes con experiencia mínima de negocios son bienvenidos. \*\*La terminacion de la serie y un plan de negocios aprobado puede estar utilizado para requisito para una subvención de Boulder County CAP Personal Investment Program (PIE) o las subvenciones de City of Longmont Startup o Business Improvement. Las reuniones (6:00-8:00pm): Intercambio de Comunidades 1715 Iron Horse Dr #130, Longmont, CO 80501 10 de agosto 17 de agosto 24 de agosto 31 de agosto 7 de septiembre

Speaker: Jesse Esparza, Morning Sun Enterprises, LLC

Location: Boulder SBDC - Longmont Satellite

## **How to Do Business with CU Register**

Thursday, August 11, 2016 9:30 AM to 11:30 AM

All interested suppliers are invited to attend a short, free session entitled 'How to do Business with CU'. Content is focused for business concerns interested in learning how the University's procurement process operates. Businesses which offer goods or services appropriate for University consumption are encouraged to attend. The session does not include information on student/student group purchasing or construction projects. Session topics will include: • Overview of University of Colorado System • Overview of Procurement Service Center (PSC): Payables & Purchasing • Introduction to University procurement process : Purchasing Thresholds & Competitive Solicitations • Introduction to CU Sourcing & Supplier Portal • Overview of University Small Business Program • Review of Information Packet: Contacts & Resources • Q & A Note: Attendance is NOT a requirement to do business with the University Location: Boulder Public Library Canyon Room (North Entrance)

Speaker: Penny Davis, University of Colorado Small Business Liaison Officer

Location: Boulder SBDC

## **Quick Books Step 1 - Getting Started Register**

Friday, August 12, 2016 9:00 AM to 11:30 AM

QuickBooks Class: Step 1 is for those who have never used QuickBooks but are thinking of purchasing the program for their business. This is NOT a Power Point presentation but a real hands on experience using the actual Quick Books program. Each participant will have access to Quick Books and be able to create their own accounts or use a sample program in Quick Books. The participants will learn how to set up their program so they can start using it immediately. There will be two hours of classroom instruction and one hour where the students will be able to practice and get one-on-one assistance with the program from the facilitators. By the end of this class you will be familiar with: •

Entering Company Data • Setting up and managing user accounts • Setting up accounts, items, customers and vendors • Adding, changing and deleting list items • Sorting Lists • Preparing invoices and sales receipts • Making payments • Making deposits • Backing up data After Step 1 you are ready to take Quick Books - Step 2

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

Location: North Metro Denver SBDC - Brighton Satellite

Fee: \$ 25.00

## **Start-Up Orientation- Evening Workshop Register**

Tuesday, August 16, 2016 6:00 PM to 8:00 PM

Ready to start a business in Colorado? This comprehensive Business Startup Orientation has been designed as a starting place for anyone who is considering jumping into business for the first or seventh time. This seminar will provide you with a Colorado Startup Guide, free library resources to support your business, web resources, as well as a general overview of things to consider when starting a business. Join us in person for this workshop! During this workshop, you'll learn about: -Business licensing requirements -Business required taxes -Legal forms or organization -Components of a business plan -Essentials for marketing -Management requirements -Financial planning -Means to fund a business

Speaker: Jesse Esparza

Location: North Metro Denver SBDC

Fee: \$ 25.00

## **CPR for Your Management Team Register**

Tuesday, August 16, 2016 9:00 AM to 11:00 AM

Are your employees not meeting your expectations? Are there behaviors you want them to change, but they continue to do what they always have done? Maybe you need to resuscitate them. CPR for Your Management Team teaches the simple steps you need to follow to improve employees' performance. In this seminar you will learn how to discuss your expectations, hold your employees accountable for getting the job done and leave with easy-to-use, proven strategies to bring your employees to their peak performance.

Speaker: Courtney Berg, SPHR, SHRM-SCP

Location: North Metro Denver SBDC

Fee: \$ 25.00

## **Start-Up Essentials Register**

Wednesday, August 17, 2016 1:00 PM to 4:30 PM

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 Boulder Creek Room

Speaker: Theresa A. Pickner, Attorney at Law

Location: Boulder SBDC

Fee: \$ 45.00

## **Growing Exports While Mitigating Risks: International Trade and Payments 2-Part Workshop Series Register**

Thursday, August 18, 2016 8:00 AM to 12:00 PM, 2 sessions ending Friday, August 19

Location: Boulder SBDC - Longmont Satellite

Fee: \$ 75.00

## **Team Driven Accountability: Creating Culture from the Inside Out Register**

Thursday, August 18, 2016 6:00 PM to 9:00 PM

Learn how to facilitate optimal employee performance, use the right management style for the job and empower your teams to expedite project completion and free you up to handle the bigger picture. Missed deadlines, unhappy customers, apathy and conflict can be the kiss of death for your company's success. You love your business and you hired people who were excited about getting on-board with you. If those employees have started to pull in and temper their initial enthusiasm, however, it's time to take action. Better yet, why not sidestep the downward slide and create a collaborative team that holds itself accountable for top performance from the get-go? In this interactive workshop you'll learn how to:

- Inspire optimal performance and increase employee retention and engagement
- Increase success by using the right management style for the job as well as for the person
- Empower team members with tools that expedite project completion, turn complaints into solutions and free you up to handle the bigger picture.

Speaker: Elizabeth Gold

Location: North Metro Denver SBDC

Fee: \$ 25.00

## **Growing Exports While Mitigating Risks: International Trade and Payments Session 1 Register**

Thursday, August 18, 2016 8:00 AM to 12:00 PM

Location: Boulder SBDC - Longmont Satellite

Fee: \$ 50.00

## **Growing Exports While Mitigating Risks: International Trade and Payments Session 2 Register**

Friday, August 19, 2016 8:00 AM to 12:00 PM

Location: Boulder SBDC - Longmont Satellite

Fee: \$ 50.00

## **TechVenture Series Register**

Friday, August 26, 2016 8:00 AM to 12:00 PM, 5 sessions ending Friday, December 16

Location: Boulder SBDC

Fee: \$ 545.00

## **BizModel Workshop - Strategic Planning for Business Development and Growth Register**

Friday, August 26, 2016 9:00 AM to 4:00 PM

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

### **Buying or Selling a Business Register**

Tuesday, August 30, 2016 9:00 AM to 12:00 PM

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

### **Startup Roadmap Register**

Tuesday, August 30, 2016 6:00 PM to 9:00 PM

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.

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

Location: Boulder SBDC - Longmont Satellite

Fee: \$ 45.00

### **CEV Breakfast: Matching Your Product to the Right Sales and Distribution Channels Register**

Wednesday, August 31, 2016 8:00 AM to 10:00 AM

Location: Boulder SBDC - Longmont Satellite

## Hudson Public Library: Writing Your Business Plan Register

Wednesday, August 31, 2016 1:00 PM to 3:00 PM

Registration Fee. Fee is only collected if attendee fails to attend and cancel registration. Location: Hudson Public Library/ High Plain

Library District 100 Beech St. Hudson CO 80642

Location: East Colorado SBDC - Hudson Satellite

Fee: \$ 25.00

Updated 6.24.16

### 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 <sup>th</sup> 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 <sup>th</sup> 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.