



Erie Area Business Workshops & Webinars

Helping businesses to connect the dots...

August, 2016

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, *fee waived upon attendance*

Small Business Roundtable with SBA Office of Advocacy - Crowdfunding and Securities Register

Wednesday, August 10, 2016 9:30 AM to 11:00 AM

Assistant Chief Counsel Dillon Taylor and Regulatory Economist Lindsay Scherber cover tax, securities and pension issues, and will speak about new SEC crowdfunding rules and other proposed tax and securities rules. This is an opportunity to hear about proposed federal regulations and recently enacted federal regulations from subject matter experts and ask any question small business owners and operators may have regarding their implementation. It is also your opportunity to share your thoughts, concerns, and experiences with the regulations.

Speaker: Assistant Chief Counsel Dillon Taylor and Regulatory Economist Lindsay Scherber

Location: Boulder SBDC

Fee: FREE

Small Business Roundtable with SBA Office of Advocacy - Labor and Immigration Register

Wednesday, August 10, 2016 2:00 PM to 3:30 PM

Assistant Chief Counsel Janis Reyes and Regulatory Analyst Jonathan Porat cover federal labor and immigration issues for small businesses, and will talk about the new federal overtime rules and how current visa and immigration issues affect small business hiring. This is an opportunity to hear about proposed federal regulations and recently enacted federal regulations from subject matter experts and ask any question small business owners and operators may have regarding their implementation. It is also your opportunity to share your thoughts, concerns, and experiences with the regulations.

Speaker: Assistant Chief Counsel Janis Reyes and Regulatory Analyst Jonathan Porat

Location: Boulder SBDC

Fee: FREE

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

Fee: FREE

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 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

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

September, 2016

Leading Edge Entrepreneurship Series Info Session Register

Thursday, September 01, 2016 6:00 PM to 7:00 PM

Learn about the upcoming Leading Edge Entrepreneurship Series that's starting September 13! Meet the facilitator, Mo Kanwischer, and ask any questions you may have about the series and what to expect. Copy and paste the following link into your browser for more information about the series: <https://clients.coloradosbdc.org/workshop.aspx?ekey=50360106>

Speaker: Maureen (Mo) Kanwischer

Location: Boulder SBDC - Longmont Satellite

Fee: FREE

Start-Up Orientation- Evening Workshop Register

Tuesday, September 06, 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

Social Media Management – Beyond the Basics Register

Wednesday, September 07, 2016 6:00 PM to 8:00 PM

If your social media accounts have become a critical component of your marketing efforts, this workshop will help you get the most from your channels so they are easier to manage and yield better results and exposure for your brand. During this workshop, you will learn better methods for content creation, ways to maximize in-house content across channels, how to reach brand ambassadors, how to understand

analytics, how to maintain an editorial calendar and map, how your social media channels impact your website, and how you can improve SEO. Takeaways from this workshop include analytic tools and ways to repurpose your most popular content, the value of serving instead of selling, and the importance of having the right accounts running to reach the desired target demographic.

Speaker: KC Coburn

Location: Boulder SBDC - Longmont Satellite

Fee: \$ 45.00

How to Develop Into a Sales Leader Register

Tuesday, September 13, 2016 1:00 PM to 3:00 PM

A manager's function is to develop team members individually and collectively, working towards fulfillment of company goals. The most central role for most managers is supervision with accountability to achieve agreed upon tactical goals. The manager becomes a leader when s/he can guide a team through exercise of authority that is earned, to achievement of overall goals while creating a positive culture and employee engagement. Many strive to be successful leaders but don't know the basics. In this 2 hour introductory session, we will cover the 5 key roles of a sales (or any!) leader and the 4 targeted areas on which to focus. Join your peers to learn the basics of leadership. You will leave understanding more clearly how to become an effective leader and how to help your sales team close more sales for your business through effective leadership.

Speaker: Steve Parry, Sales Productivity Consultants

Location: Boulder SBDC

Fee: \$ 40.00

LEADING EDGE Entrepreneurship Series for Startups - Longmont Register

Tuesday, September 13, 2016 6:00 PM to 9:00 PM, 10 sessions ending Tuesday, November 15

LEADING EDGE ENTREPRENEURSHIP SERIES FOR START-UPS AND EARLY-STAGE BUSINESSES - LONGMONT

PROGRAM Sept. 13 - Nov. 15 | Tuesdays 6:00 - 9:00 PM Size: Start-Up & Early-Stage Businesses The Leading Edge Entrepreneurship Series is a hands-on, step-by-step business planning program for start-up and early stage businesses. Through this 10-part Series -- with expert help all along the way -- you can test the feasibility of your idea, solidify your business model, and build a road map to profitability. You can finish the series with an actionable business plan -- to access potential financing or to use as a blueprint to manage your business.

Speaker: Mo (Maureen) Kanwischer, Momentum Business Consulting

Location: Boulder SBDC - Longmont Satellite

Fee: \$ 495.00

The Pros and Cons of Going International with a Small Business Register

Wednesday, September 14, 2016 9:00 AM to 12:00 PM

Thinking about buying or selling internationally? The process of reaching across borders---whether you are sourcing or selling, can be intimidating. This course discusses an overview, the nuances, initial challenges, and potential rewards of conducting international business. It is designed to help business owners assess their potential international growth opportunities and to find the help/support they need to be successful.

Speaker: Mark Durand

Location: North Metro Denver SBDC

Fee: \$ 25.00

Carbon Valley: Ready to Start a Business Register

Tuesday, September 13, 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 *fee waived upon attendance*

Hudson Public Library: Ready to Start a Business Register

Wednesday, September 14, 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

Startup Roadmap Register

Thursday, September 15, 2016 9:00 AM to 12:00 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

Fee: \$ 45.00

Leading Edge Info Session Register

Thursday, September 15, 2016 6:00 PM to 7:30 PM

At this info session, you'll hear from the instructors, preview course materials, learn about scholarship opportunities talk with graduates and get your questions answered. Ready to start your new business idea, but in need of some structure? Or, if you already run a small business, are you ready to finally strategize your business growth? Formerly known as NxLevel, LEADING EDGE is a 10-week course designed to help you develop a business strategy and/or business plan through a discovery process that starts with a business concept, moves to designing a viable business structure and results in an executable plan of action. Through a blended-learning format that combines an online learning platform with classroom sessions, you will participate in interactive learning exercises, hear from experts and receive online resources to help you start or run a business. Depending on individual needs, you will complete either a formal written business plan or a written working strategy that outlines actionable steps with measurable outcomes and time-bound deadlines. By the end of the course, you will discover and test their business concept, understand the aspects of running a business, have a written business plan or strategy and test your model for financial viability.

Speaker: Nancy Barnett

Location: North Metro Denver SBDC

Fee: FREE

Start-Up Essentials Register

Wednesday, September 21, 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

Start-Up Orientation- Evening Workshop Register

Tuesday, September 20, 2016 6:00 PM to 8:00 PM

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Speaker: Jesse Esparza

Location: North Metro Denver SBDC

Fee: \$ 25.00

What are You Signing? Reading and Understanding Contract Terms Register

Wednesday, September 21, 2016 1:00 PM to 3:00 PM

We all sign dozens of contracts in our daily life – and businesspeople sign even more. Yet very few of us are able to understand what it is we're signing and we don't want to hire a lawyer just to purchase a new app for our iPhone. This class will focus on reading and understanding some common contract clauses that businesspeople often encounter in many contracts, from employment agreements to purchase orders. They include termination clauses, choice of law clauses, dispute resolution clauses, indemnification clauses, and more. Note: This is not a drafting class. It is always good business to consult an attorney if you have questions about a contract. By the end of this class, you will be more comfortable knowing what you are signing.

Speaker: Samantha Peaslee

Location: North Metro Denver SBDC

Fee: \$ 25.00

How to Train and Retain Exceptional Employees for the Small Business Owner Register

Tuesday, September 27, 2016 9:00 AM to 11:00 AM

Are you searching for effective techniques that will motivate and retain outstanding employees? This class examines the application of training techniques, such as the use of on the job training, videos, on-line classes, and classroom instruction, that efficiently and effectively develop new employees. When used in combination these techniques can enhance learning and comprehension. We will also look at how to

create and use a skills matrix. The course outlines techniques used in building a positive culture. The use of communication tools, employee engagement, and creative benefits all contribute to this positive culture. Also, management and employee co-creating a road map of an individual employee's development and advancement and discussing how it impacts retaining excellent employees will be covered. If your organization is striving for employees who are trained, capable, and motivated, this is the class for you.

Speaker: Jon Jagers

Location: North Metro Denver SBDC

Fee: \$ 25.00

How to Do Business with Ball Aerospace Register

Tuesday, September 27, 2016 9:30 AM to 10:30 AM

Join Kevin Savage, Senior Manager of Compliance in Supply Management and Small Business Liaison Officer (SBLO), to learn how small businesses do business with Ball Aerospace. Location: Boulder Public Library Canyon Room (North Entrance)

Speaker: Kevin Savage, Ball Aerospace

Location: Boulder SBDC

Fee: FREE

Credit Card Processing: Protect Your Customers and Your Business Register

Wednesday, September 28, 2016 1:00 PM to 3:00 PM

The Credit Card industry is changing. Do you know how this impacts your business and are you ready for EMV (EuroPay, MasterCard, Visa)? Why are there so many cards that do not have the chip yet and does it make a difference with my rates? This workshop will also cover Apple Pay and Samsung Pay, PCI Compliance, Equipment and more.

Speaker: Kim Smith

Location: North Metro Denver SBDC

Fee: \$ 25.00

HR One-Day Bootcamp Register

Thursday, September 29, 2016 9:00 AM to 4:00 PM

Have a small business? Not sure what to do with all the HR regulations, managing employees, or employee paperwork? Do you want an easier way to determine if an employee is right for you? Or to know how to safely fire someone? In one day you'll learn the best practices in setting up the HR systems for your small business. Topics include: Hiring, firing, discipline, termination, new OT regulations, performance evaluations, independent contractor versus employee, and more!

Speaker: Courtney Berg, CourtSide Consulting LLC

Location: Boulder SBDC

Fee: \$ 79.00

Biz Start Academy Register

Friday, September 30, 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

Updated 7.29.16

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 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.