

All workshops are free. Pre-registration is required.

Help! I Want to Start a Business! (Also in Spanish on October 26)

This workshop will take you through all the steps that are essential in starting a small business. Learn what it takes to be an entrepreneur, tax and license requirements, what is needed to secure funding (access to capital), and general qualifying criteria. You will also learn how to structure a business plan, which is critical in starting a small business. It is also essential in obtaining a loan. Learn everything you need to start a small business in this information-packed session! Upon completion of the workshop, you will be able to meet, by appointment, one-on-one with a SBDC counselor to continue with the specific development of your business.

LOCATION	DATE	TIME
SBDC 13430 Hawthorne Blvd., Hawthorne, CA 90250	Thursday, October 20	6:00 p.m. - 9:00 p.m.

Please call the SBDC at 310-973-3177 to register.

Ayudenme! Voy Abrir mi Propio Negocio!

Este taller es de apoyo e informacion para los actuales y futuros empresarios, le da informacion acerca de las etapas previas a la formacion de la empresa, le ensena todos los pasos necesarios para empesar su pequeno negocio. El taller cubre informacion acerca de: 1) Las características que debe tener un (a) empresario(a), 2) Aspectos relacionados con la obtencion del financiamiento y los requisitos para calificar, 3) Como debe prepararse el plan de negocios, documento fundamental para la iniciacion del negocio y para solicitar financiamiento. Se le informara de todos los aspectos requeridos para estructurar un negocio. Aprendera todo que necesita saber para empesar un pequeno negocio! A la conclusion de los aspectos informativos de este taller, usted podra hacer una cita para reunirse con uno de los consultores de SBDC para desarrollar a fondo su proyecto de negocios.

LOCATION	DATE	TIME
SBDC 13430 Hawthorne Blvd., Hawthorne, CA 90250	Miercoles, Octubre 26	6:00 p.m. - 9:00 p.m.

Please call the SBDC at 310-973-3177 to register.

How to Write a Business Plan

A business plan is vital to business success. A business plan provides a working document that gives structure to your business, describes the product/services and provides an analysis of the economic viability. It is an essential step for any entrepreneur regardless of business size or scope. Often required by banks and other lending institutions, it is especially important for business owners who seek funding. The workshop will walk you through the content purpose for each section in the business plan. Handouts include a business plan outline and sample financials.

LOCATION	DATE	TIME
Inglewood One-Stop 110. S. La Brea Avenue, Inglewood, CA 90301 (parking not validated).	Wednesday, October 12	9:00 a.m. - 11:00 a.m.

Please call the SBDC at 310-973-3177 to register.

Access to Capital for Expansion: SBA Loan Programs and Other Options

This workshop provides an overview of the funding options that are available to existing small businesses. An evaluation of the different funding sources, an overview of the loan processes and the documentation required will be discussed in this informative session. Upon completion of this session, you will have a checklist for completing a loan application.

LOCATION	DATE	TIME
SBDC 13430 Hawthorne Blvd., Hawthorne, CA 90250 Please call the SBDC at 310-973-3177 to register.	Saturday, October 15	9:00 a.m. - 11:00 a.m.

Effective Debt Collection Techniques for Small Businesses

Collecting overdue accounts is not a pleasant experience for most small business owners. This workshop will help make the process less painful by showing you how to keep better track of your overdue accounts and ways to improve your collection techniques including how to avoid legal pitfalls, preventing and recouping losses from bad checks, determining when a debt is uncollectible, and dealing with lawyers and collection agencies.

LOCATION	DATE	TIME
SBDC 13430 Hawthorne Blvd., Hawthorne, CA 90250 Please call the SBDC at 310-973-3177 to register.	Thursday, October 13	6:00 p.m. - 8:00 p.m.

How to Prevent Sexual Harassment in the Workplace

If you have employees, this workshop is for you. By January 1, 2006, all supervisors working for companies with 50 or more employees must complete sexual harassment prevention training! Even if your company has less than 50 employees, this training can help protect you from legal action. The workshop will be conducted by a legal expert and will provide a review of of state and federal laws covering protected classes, the subtleties of harassment and discrimination, personal liability for involvement in sexual harassment, protection against complaints, remedies and corrective action, and a Q & A session. A certification of completion will be provided to the attendees.

LOCATION	DATE	TIME
Inglewood One-Stop 110 S. La Brea Ave., Inglewood, CA 90301 (parking not validated). Please call the SBDC at 310-973-3177 to register.	Tuesday, October 25	6:00 p.m. - 8:30 p.m.

How to Work with the City of Inglewood

This workshop will provide businesses with information on how to successfully navigate through the City, including discussing such topics as permits and sign regulations, how to get on a City bid list, and access to local capital.

LOCATION	DATE	TIME
Inglewood City Hall One Manchester Blvd., Inglewood, CA 90301 (parking not validated)	Wednesday, October 5	7:00 p.m. - 9:00 p.m.

This workshop is presented in conjunction with the City of Inglewood. Please call the City at 310-412-5320 for more information.

Increasing Sales with Effective Marketing

A marketing plan is essential to growing your business. This workshop provides an overview of basic marketing principles including how to develop an annual marketing plan with realistic goals, how to expand your business using cost-effective marketing methods, how to use customer incentives to retain business and how to use networking to grow your business.

LOCATION	DATE	TIME
SBDC 13430 Hawthorne Blvd., Hawthorne, CA 90250	Thursday, October 27	6:00 p.m. - 8:00 p.m.

Please call the SBDC at 310-973-3177 to register.

Introduction to Federal Contracting

This workshop covers where your company fits into the Federal government market, the Federal government purchasing process, how to research government contract opportunities, certification programs for small businesses, and where to go for assistance.

LOCATION	DATE	TIME
SBDC 13430 Hawthorne Blvd., Hawthorne, CA 90250	Saturday, October 15	9:00 a.m. - 12:00 p.m.

This workshop is presented in conjunction with the Federal Technology Center. Please register online at www.theftc.org.

The Power of Branding

Standing out, getting noticed, being remembered and super-rewarded for your individuality by marketing your products and services as a brand. This workshop is all about how to develop and offer a brand instead of just a product line or menu of services. Learn how to:

Create an impression others will remember you by

Easily differentiate your products and services from your competitors

Develop a memorable brand identity that will set you apart

Gain clarity on what you can do better than anyone else or what you have to offer that no one else can!

Date: Wednesday, October 19, 2005

Time: 6:00 p.m. - 8:00 p.m.

Location: Inglewood Library
101 W. Manchester Blvd.
Inglewood, CA 90301

(Parking not validated. Metered parking is available)

The Power of Branding will be presented by Gerry Foster, president and owner of Gerry Foster Marketing, a marketing education company that specializes in building strong, memorable brands for companies and entrepreneurs alike. Through his speaking, training and consulting assignments, Foster promotes the importance of achieving brand mastery. His strategic marketing and personal branding advice has helped thousands of small business owners, executives, and sales professionals achieve their business goals. Among his accomplishments, Foster founded the Entrepreneur Development Ministry at Faithful Central Bible Church in Inglewood, and currently serves as the volunteer Director of Entrepreneur Development. He has also taught marketing classes to over 1,000 black business owners at First A.M.E. Church in Los Angeles. More information on Gerry Foster is available at www.MasteryMarketing.com

Sponsored by the City of Inglewood/Inglewood Library, the and the El Camino College Southwest LA County SBDC.

Please call the SBDC to register at 310-973-3177.

Coming November 15th!

Workers' Compensation Workshop

Inglewood Library 5:30 p.m. - 8:30 p.m.

Gain the most current information on Workers' Compensation. Topics include employer notice requirements, conditions of employer liability, basic benefits and concepts, resolution options, how to manage litigation and how to lower your Workers' Compensation premiums. Sponsored by Southern California Edison (SCE), the City of Inglewood/Inglewood Library, the El Camino College Southwest LA County SBDC.

Complimentary dinner provided by SCE.

Call the SBDC to register at 310-973-3177.