



Small Business  
Development Centers

# Entrepreneur & Business Training Schedule



Classes listed below are available to all business owners and potential entrepreneurs. The courses are free of charge however, space is limited. Please register by checking the box of each class you want to attend, circle a time and deliver it to our office by mail, fax or in person. Register online at: **BackToBusinessOhio.com**.

**Business Skills Track**

**Beyond Basics Track**

**Business Start-up Seminar**

Wednesday, January 13, 2010 - WILMINGTON 1-3pm  
Starting a business can be confusing and overwhelming. This session will walk attendees through the considerations and steps required to move forward with a business idea. Many resources will be presented to help potential entrepreneurs get started down the right path. Legal requirements, protection of intellectual property as well as good business planning will be discussed. TA

**How to Write a Business Plan**

Wednesday, January 27, 2010 - WILMINGTON 1-3pm  
Business plans are essential to the success of most businesses. They are also needed if you plan to request financing for your business. This course will take you through the basic steps and provide an outline of a general business plan. TA

**Sales and Marketing Workshop**

Wednesday, February 10, 2010 - WILMINGTON 1-3pm  
Business success has a lot to do with marketing and everything to do with sales. This workshop is meant to bring business owners together to brainstorm ideas on tapping existing markets, prospecting new ones and expanding market horizons. Bring your thoughts and ideas and prepare to share and learn from a group setting! TA

**Break-Even Analysis**

Wednesday, March 3, 2010 - WILMINGTON 1-3pm  
These are difficult times and it is essential all business operator know the sales level required for their companies to break even. This session will also focus on the important tools required to properly manage cash flows. There will also be a discussion of strategies for break even point reduction and ways to improve cash flows. Participants will be encouraged to share creative techniques that have been effective in their own businesses. TA

**Business Start-up Seminar**

Wednesday, March 17, 2010 - WILMINGTON 1-3pm  
Starting a business can be confusing and overwhelming. This session will walk attendees through the considerations and steps required to move forward with a business idea. Many resources will be presented to help potential entrepreneurs get started down the right path. Legal requirements, protection of intellectual property as well as good business planning will be discussed. TA

Fax form to: 937-259-1342  
Mail to: Wilmington Business Resource Center  
61 E Main St., Wilmington, OH 45177-2335

**Hiring Employees for Small Business**

Wednesday, January 20, 2010 - WILMINGTON 1-3pm  
This class will cover the government (state, local, federal) and tax implications and guidelines and the costs that you need to know when hiring part time and full time employees. Also covered will be interview questions and approaches that help the employer identify good quality candidates and brief coverage on retention of employees.

**Introduction to Government Contracting**

Wednesday, February 3, 2010 - WILMINGTON 1-3pm  
This session will provide attendees with information to help identify possible government contracting opportunities. This first session covers a description of local assistance resources, Federal and State set aside programs, government data bases and prepares participants for the registration process. This is the first session of three in a series pertaining to government contracting opportunities.. PTAC

**Export Sales and Marketing**

Thursday, February 18, 2010 - WILMINGTON 1-3pm  
Learn the typical marketing techniques to sell your products into foreign markets. Hear how to find sales reps, customer or other partners. This program will provide an overview of developing an export strategy, developing a marketing plan, methods and channels and finding qualified buyers. ITAC

**Registration Process for Selling to the Government**

Wednesday, March 10, 2010—WILMINGTON 1-3pm  
This session will show attendees what information must be provided to government buyers and how to present that information in various formats such as on paper and on the internet. Find out what a Capability Statement is and how it is used. Review the latest internet tools available to register your business to sell to the government. This session is the second of three in a series pertaining to government contracting opportunities. PTAC

**How to Write a Business Plan**

Wednesday, March 24, 2010 - WILMINGTON 1-3pm  
Business plans are essential to the success of most businesses. They are also needed if you plan to request financing for your business. This course will take you through the basic steps and provide an outline of a general business plan. TA

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone: \_\_\_\_\_  
eMail: \_\_\_\_\_



Department of  
Development



Ted Strickland, Governor  
Lee Fisher, Lt. Governor  
Director, Ohio Department of Development

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