

Westminster Library SBDC Workshops

Business



Disaster Recovery Planning for Your Small Business

Wednesday, September 25 - Joe Murdock

Disasters happen. Accidents happen. In this workshop, we will go over what you need to do to identify disasters that might affect your business and how to mitigate those risks. Additionally, we will talk about the importance of identifying the critical business processes for your company and steps you can take to ensure business continuity.

4-Essential Steps

Tuesday, October 1 – Tom Thompson – Colorado PTAC –

There are many opportunities to grow your business through federal, state and local government procurement but most business owners don't understand the steps it takes to be successful. Colorado Procurement Technical Assistance Center (PTAC) is free resource to any business trying to do business with governments. This workshop is an in-depth review of the government procurement process and how this can impact your business. The PTAC will explain many of the government acronyms, describe how your business needs to be registered to do government contracting, look at the different preference programs and what agency uses your product or service.

Grow your Business with Email and Social Media

Tuesday, October 8 – Casey McConnell – Constant Contact

In just 2 short hours, this information-packed seminar will show you how email marketing – the hands-on, low-cost marketing tool – can really help you drive your business success. Discover how communicating with your customers regularly can help you stay connected, and generate increased referrals, repeat sales, and unwavering customer loyalty

Tax 101

Thursday, October 24 – Fran Coet – Coet 2 CPAs, P.C.

This workshop will focus on learning the basics of business taxes, including forms of different business entities, business use of home and car, record keeping, Schedules C, SE, and ES Form 1040 and more.

Why is "Documentation" a Dirty Word?

Thursday, November 7 – Lisa Dailey

One of the biggest training needs for business owners and managers is coaching and documentation and how to deal with employees when the employee's performance breaks down. This hands-on workshop focuses on the corrective action you can take to help get the employee's performance back on track. It solves the mystery of what documentation is needed and when, and how to deal with the employee. Templates and tools will be shared, as well as a review of actual case studies. Come join us and learn the common mistakes managers make - so you can avoid them!

TO REGISTER

Call: 303-658-2603

Mission: Helping businesses start, grow and prosper since 1989 through free, one-on-one, confidential counseling and low-cost training programs.

Workshop Location:

Westminster Library
College Hill Library
Room L211

****ALL WORKSHOPS ARE
FROM 6-7:30 pm**

Sponsored by:

