

U.S. Small Business Administration



TRAINING CALENDAR

U. S. Small Business Administration
Spokane Office: (509) 353-2800
Serving Central & Eastern Washington and Northern Idaho
Website: www.sba.gov

JANUARY 2009 (GLOBAL)

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
1/6/09 (TUE) 8:00 am -9:30 am	Home Based Business Connection - Join other Home-Based Business owners and introduce your business or share a recent success story. This session Coleen Quisenberry will share her journey of taking her home-based business out of her home. Coleen Quisenberry is the owner and founder of Quisenberry Marketing & Design a premier agency with clients ranging from Litehouse Foods, Inc. to Comcast..	Free	Spokane Regional Business Center 801 W. Riverside Avenue Suite 100 Spokane	Biz Street Call Tate White at (509) 459-4118 or for more information e-mail www.bizstreetspokane.com .

<p>1/6/09 to 11/3/09 (TUE) 5:30 pm - 9:00 pm Pre-registration Recommended</p>	<p>Entrepreneurial Leadership Training (ELT-1) - This is a high-powered nine-month business and leadership training and coaching program designed to help current business owners and key leaders expand the skills needed to develop their businesses. The combination of workshop and personal coaching will help owners more effectively lead their businesses to increased profitability.</p> <p>Entrepreneurs will learn the following:</p> <ul style="list-style-type: none"> • Planning for business growth <ul style="list-style-type: none"> •How to develop an effective organization • How to hire the right people and manage them effectively • Developing marketing strategies to identify and seize opportunities • Developing financial plans and budgets • Negotiation and deal making • Managing growth <p>What you can expect from the program:</p> <ul style="list-style-type: none"> • Improved insight into your business • Exchange ideas with other business owners <ul style="list-style-type: none"> • Exposure to successful business ideas and practices • More effective goal setting and execution of business priorities <ul style="list-style-type: none"> •Personal, confidential business and leadership coaching each month <p>Instructor: Bill Jhung 1st Tuesday of each month (no classes July and August)</p>	<p>\$495.00</p>	<p>NIC Workforce Training Center 525 W. Clearwater Loop Post Falls</p>	<p>SBDC – Call Karen Farrar for more information at 208-666-8009  isbdc@nic.edu</p>
--	--	------------------------	---	--

<p>1/8/09 (THU) – 8 Hours 1/9/09 (FRI) – 6 Hours Starts at 8:00 am Pre-registration required</p>	<p>NxLevel Instructor Certification - The NxLevel Instructor Development & Certification Workshop will be taught using "NxLevel Guide for Entrepreneurs" course materials. Workshop includes NxLevel Entrepreneurship Instructor's Manual, Student Workbook, Course Text, Binder, Instructor Certificate, and refreshments. Cost for training is \$300.00.</p> <p>Training will be provided to independent contractors and/or staff working with a nonprofit agency (SBDC, development authority, chamber of commerce, etc.) to promote economic development through small business training and/or technical assistance.</p> <p>This NxLevel Workshop will be hosted by the Greater Spokane Valley Chamber of Commerce and The instructor will be John Langenheim, NxLevel Master Trainer. The Washington Small Business Development Center is the State Administrator for the NxLevel Program.</p>	<p>\$300.00</p>	<p>Greater Spokane Valley Chamber of Commerce 9507 E Sprague Spokane Valley</p>	<p>For more information call Randy de Mars 509-470-3638.</p>
<p>1/13/09 (TUE) 6:00 pm to 9:00 pm Pre-registration Not required</p>	<p>Quick Books - Getting Started - In this workshop you will learn the basic of getting started with QuickBooks. You will learn how to navigate in QuickBooks, how to set up a company, how to work with lists and bank accounts, credit card transactions and balance sheet accounts.</p>	<p>\$25.00</p>	<p>Administration Bldg. Room 12 LCSC Campus 500 8th Avenue Lewiston</p>	<p>Call Cathy Corker at 208-792-2465  isbdc@lcsc.edu</p>
<p>1/14/09 (WED) 9:00 am – 12:00 am Pre-registration Recommended</p>	<p>How to Write a Business Plan: Discover why successful businesses operate with a plan. Learn how to write a comprehensive business plan and get assistance of a SCORE counselor to review and help you refine your plan.</p>	<p>\$35.00 if pre-registered, \$40 the day of the workshop Register on-line at: www.ScoreSpokane.org</p>	<p>BIZSTREET Resource Center 801 W. Riverside Avenue Suite 200 Spokane</p>	<p>SCORE To register, call (509) 353-2821 on Tues or Wed from 8 am -11:30 am or fax registration form to (509) 353-2600 or register on line at www.ScoreSpokane.org or call (509) 353-2800.</p>

<p>1/14/09 (WED) 6:00 pm to 9:00 pm Pre-registration Not required</p>	<p>QuickBooks - Accts. Payable, Receivable & Other Record Keeping - In this workshop you will learn the basic setup of accounts payable, accounts receivable, and other record keeping in QuickBooks. You will learn how to enter sales, receive payments, make deposits, enter and pay bills, set up inventory, and review reports.</p>	<p>\$25.00</p>	<p>Administration Bldg. Room 12 LCSC Campus 500 8th Avenue Lewiston</p>	<p>Call Cathy Corker at 208-792-2465  isbdc@lcsc.edu</p>
<p>1/14/09 (WED) 1/15/09 (THU) Starts at 8:00 am 8 Hour Classes Pre-registration required</p>	<p>Practical Tools for Control, Survival & Success - Business Owners, Key Managers, Entrepreneurs, Business Advisors, CPAs (CEU credits are available) and others whose decisions have an impact on your company's financial performance should attend.</p> <p>This hands-on workshop will cover Overcoming Common Business Problems, Understanding your Financial Position, Tools to Take Active Control, Effective Pricing Decisions, Evaluating Cost Patterns, Leveraging Financial Resources & Planning for Transition. Obtain a process to evaluate the performance of your business and a strategy to implement change. You will analyze actual business problems and situations as part of a team and find useful solutions.</p> <p>A Detailed Manual, enlarged Road Map, Profit Wheel and the case studies used in class are some of the Valuable Reference Material you will take with you.</p>	<p>\$395.00</p>	<p>WSU@Big Bend Community College ATEC Center, Room 1846A 7662Chanute Street NE Moses Lake</p>	<p>For more information call Randy de Mars 509-470-3638.</p>

<p>1/14/09 (WED) 1/15/09 (THU) Starts at 8:00 am 8 Hour Classes Pre-registration required</p>	<p>Profit Mastery WSU Learning Centers - Practical Tools for Control, Survival & Success - Business Owners, Key Managers, Entrepreneurs, Business Advisors, CPAs (CEU credits are available) and others whose decisions have an impact on your company's financial performance should attend.</p> <p>This hands-on workshop will cover Overcoming Common Business Problems, Understanding your Financial Position, Tools to Take Active Control, Effective Pricing Decisions, Evaluating Cost Patterns, Leveraging Financial Resources & Planning for Transition. Obtain a process to evaluate the performance of your business and a strategy to implement change. You will analyze actual business problems and situations as part of a team and find useful solutions.</p> <p>A Detailed Manual, enlarged Road Map, Profit Wheel and the case studies used in class are some of the Valuable Reference Material you will take with you.</p> <p>The instructor is a Certified Profit Mastery Facilitator. He is the WSU SBDC Training Director and he is a Certified Business Advisor and Economic Development Finance Professional. Terry has a demonstrated commitment to helping businesses grow. He has been involved in working with companies, entrepreneurs, and economic development organizations in Washington State for over 20 years. Contact-terryc@wsu.edu</p> <p><i>What class participants say about Terry:</i> <i>"Excellent Presenter, keeps the subject matter moving and keeps us focused"</i>Business Owners, Key Managers, Entrepreneurs, Business Advisors, CPAs (CEU credits are available) and others whose decisions have an impact on your company's financial performance should attend.</p>	<p>\$350.00</p>	<p>WSU@Big Bend Community College ATEC Center, Room 1846A 7662Chanute Street NE Moses Lake</p>	<p>For seminar information or problems with online registration contact cdoyl@wsu.edu or phone 509-358-7890</p>
---	--	------------------------	---	--

<p>1/15/09 (THU) Noon to 1:00 pm Pre-registration Not required</p>	<p>Loan Briefing - Learn how to get a small business loan.</p>	<p>Free</p>	<p>SBA 801 W. Riverside Avenue Suite 200 Spokane</p>	<p>Call SBA at (509) 353-2800</p>
<p>1/15/09 (THU) 8:00 am -9:30 am</p>	<p>Stride Ahead: Effective Marketing - A Case Study - What does the public think when they see or hear your company's name or products? In the case of Craven's Coffee, chances are you think of Simon Craven-Thompson, owner and very public face and voice of this company which started in Spokane 17 years ago.</p> <p>Learn from one local entrepreneur who has turned effective marketing into an art form.</p> <p>Leader:</p> <p><u>Simon Thompson, Owner, Cravens Coffee</u></p> <p>SIMON CRAVEN-THOMPSON and his wife Becky began Craven's Coffee in Spokane in 1992. Since then, he has traveled the globe seeking the best coffee beans to produce quality, character-filled coffee for global consumers.</p>	<p>\$10.00 – Member \$20.00 – Non Member</p>	<p>Spokane Regional Business Center 801 W. Riverside Avenue Suite 100 Spokane</p>	<p>Biz Street Call Tate White at (509) 459-4118 or for more information e-mail www.bizstreetspokane.com.</p>
<p>1/15/09 (THU) 5:30 pm - 9:00 pm Pre-registration Recommended</p>	<p>Managing Your Business Finances II - Good business decisions aren't guess work but it requires ability to look below the surface of your financial statements. Learn how to analyze your financial statements to discover the intelligence you need to help you make informed decisions about your business. Learn how to use financial analysis tools to make decisions that will drive higher profits and greater value in your business. It is recommended you take the Finance I class prior to enrolling in Finance II.</p>	<p>\$29.00</p>	<p>NIC Workforce Training Center 525 W. Clearwater Loop Post Falls</p>	<p>SBDC – Call Karen Farrar for more information at 208-666-8009  isbdc@nic.edu</p>

<p>1/16/09 (FRI) 8:30 am - 12:00 pm Pre-registration Recommended</p>	<p>Managing Your Business Finances -Good business decisions aren't guess work. They require accurate, objective information. Good financials give real-time data on the condition of your business. Gain an understanding of essential financial statements and learn how to use them for business Success!</p>	<p>\$29.00</p>	<p>NIC Workforce Training Center 525 W. Clearwater Loop Post Falls</p>	<p>SBDC – Call Karen Farrar for more information at 208-666-8009  isbdc@nic.edu</p>
<p>1/20/09 thru 3/23/09 (ARR) 5:00 pm – 10:00 pm Pre-registration Recommended</p>	<p>A+ Certification: This fast paced 40 hour course covers the information needed to prepare individuals for the A+ Certification exams. A+ kit included. Actual testing is not included. Call Judy Hammill at 232-6270 for further information and dates.</p>	<p>\$899.00</p>	<p>Esmeralda Center North Room 107B 3939 N. Freya Street Spokane</p>	<p>SBDC -To register, call (509) 279-6030 or online at www.iel.spokane.edu/registration..</p>

1/21/09 (WED)	Profit Mastery WSU Learning Centers - Practical Tools for Control, Survival & Success - Business Owners, Key Managers, Entrepreneurs, Business Advisors, CPAs (CEU credits are available) and others whose decisions have an impact on your company's financial performance should attend.	\$350.00	WSU@Big Bend Community College ATEC Center, Room 1846A 7662Chanute Street NE Moses Lake	For seminar information or problems with online registration contact cdoyl@wsu.edu or phone 509-358-7890
Date	Start Time	Duration		
2009-01-21	6:00	3 hours		
2009-01-28	6:00	3 hours		
2009-02-04	6:00	3 hours		
2009-02-11	6:00	3 hours		
2009-02-18	6:00	3 hours		
2009-02-25	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
	6:00	3 hours		
1/15/09 (THU) Starts at 8:00 am 8 Hour Classes Pre-registration required	Valuable Reference Material you will take with you.			
	The instructor is a Certified Profit Mastery Facilitator. He is the WSU SBDC Training Director and he is a Certified Business Advisor and Economic Development Finance Professional. Terry has a demonstrated commitment to helping businesses grow. He has been involved in working with companies, entrepreneurs, and economic development organizations in Washington State for over 20 years. Contact-terryc@wsu.edu			
	<i>What class participants say about Terry:</i> <i>"Excellent Presenter, keeps the subject matter moving and keeps us focused"</i>			
	Business Owners, Key Managers, Entrepreneurs, Business Advisors, CPAs (CEU credits are available) and others whose decisions have an impact on your company's financial performance should attend.			
	This hands-on workshop will cover Overcoming Common Business Problems, Understanding your Financial Position, Tools to Take Active Control, Effective Pricing Decisions, Evaluating Cost Patterns, Leveraging Financial Resources & Planning			
	Transition. Obtain a process to evaluate the performance of your business and a strategy to implement change. You will analyze actual business problems and situations as part of a team and find useful solutions.			
	A Detailed Manual, enlarged Road Map, Profit Wheel and the case studies used in class are some of the Valuable Reference Material you will take with you.			

<p>1/21/09 (WED) 9:00 am – 12:00 pm Pre-registration Recommended</p>	<p>Business Marketing and Sales: Gain insights into how to identify your prospective customers, how to attract them to your business and how to get them to buy your products and services.</p>	<p>\$35.00 if pre-registered, \$40 the day of the workshop Register on-line at: www.ScoreSpokane.org</p>	<p>BIZSTREET Resource Center 801 W. Riverside Avenue Suite 200 Spokane</p>	<p>SCORE To register, call (509) 353-2821 on Tues or Wed from 8 am -11:30 am or fax registration form to (509) 353-2600 or register on line at www.ScoreSpokane.org or call (509) 353-2800.</p>
<p>1/21 - 28/09 (WED) 6:30 pm – 9:30 pm Pre-registration Recommended</p>	<p>Computer Kindergarten - Item L164 — Overcome your fears and discover the wonders of computers. This slow-paced class for first-time computer users teaches you to utilize your desktop, manage files and folders, run different applications and search the internet. Gain a basic overview of word processing and other software programs.</p>	<p>\$56.00</p>	<p>Institute for Extended Learning Lodge, Room D 3305 W. Fort George Wright Drive Spokane</p>	<p>SBDC - To Register: 279-6000 or www.iel.spokane.edu/registration .</p>
<p>1/21 - 22/09 (WED & THU) 5:30 pm – 8:30 pm Pre-registration Recommended</p>	<p>Excel 2003 – level 1, a foundation in spreadsheets - Item P103 — Discover the many uses of this powerful spreadsheet application. Learn to enter data, create formulas, format numbers and text, and print spreadsheets. Book included. Practice Files available for copying. Bring a CD.</p>	<p>\$84.00</p>	<p>Center place at Mirabeau Room 213 2426 N. Discovery Place Spokane Valley</p>	<p>SBDC - To Register: 279-6030 or www.iel.spokane.edu/registration .</p>
<p>1/22/09 (THU) 8:00 am – 9:30 pm Pre-registration Recommended</p>	<p>Government Contracting 101 — Are you new to the world of government contracting? Need a refresher course? Then join us for this free workshop which will inform and help you get started in the local, state, and federal government contracting arena. Presented by your Eastern Washington PTAC. Register Here</p>	<p>Free</p>	<p>Spokane Regional Business Center 801 W. Riverside Avenue Suite 240 Spokane</p>	<p>Biz Street Call Tate White at (509) 459-4118 or for more information e-mail www.bizstreetspokane.com.</p>
<p>1/22/09 (THU) 9:00 am – 4:00 pm Pre-registration Recommended</p>	<p>PowerPoint 2003 - level 1- Item P108 — Learn to give exciting and professional presentations. Adding text, slides and animations and modifying, formatting and printing presentations are just a few of the features covered. Book included. Practice files available for copying. Bring a CD.</p>	<p>\$84.00</p>	<p>Center place at Mirabeau Room 213 2426 N. Discovery Place Spokane Valley</p>	<p>SBDC - To Register: 279-6030 or www.iel.spokane.edu/registration .</p>

<p>1/22/09 (THU) 5:30 pm - 8:30 pm Pre-registration Recommended</p>	<p>Thinking of Starting a Business in Idaho? - Intended for Idaho entrepreneurs, this workshop highlights the registration process and the regulatory issues new businesses encounter. Introduction of your federal tax and state tax responsibilities. Instructor: Joel Risch</p>	<p>\$29.00</p>	<p>NIC Ponderay Center 300 Bonner Mall Way Ponderay</p>	<p>SBDC – Call Karen Farrar for more information at 208-666-8009  isbdc@nic.edu</p>
<p>1/23/09 (FRI) 8:30 am - 12:00 pm Pre-registration Recommended</p>	<p>Managing Your Operations for Profit Learn to understand what key processes make up your business operation and improve productivity, effectiveness, and efficiency in your business operations for richer profit. Instructor: Don Bennett</p>	<p>\$29.00</p>	<p>NIC Workforce Training Center 525 W. Clearwater Loop Post Falls</p>	<p>SBDC – Call Karen Farrar for more information at 208-666-8009  isbdc@nic.edu</p>
<p>1/26 - 28/09 (MON & WED) 6:30 pm – 9:30 pm Pre-registration Recommended</p>	<p>Computer Kindergarten - Item L118 — Overcome your fears and discover the wonders of computers. This slow-paced class for first-time computer users teaches you to utilize your desktop, manage files and folders, run different applications and search the internet. Gain a basic overview of word processing and other software programs.</p>	<p>\$56.00</p>	<p>Center place at Mirabeau Room 209 2426 N. Discovery Place Spokane Valley</p>	<p>SBDC - To Register: 279-6000 or www.iel.spokane.edu/registration .</p>
<p>1/26 - 28/09 (MON & WED) 8:30 am – 1:00 pm Pre-registration Recommended</p>	<p>QuickBooks 2007 – get going- Item P110 – – Make your bookkeeping both manageable and efficient. This nine-hour class is an introduction to the QuickBooks features necessary to set up a company; enter customers, employees and vendors; and manage QuickBooks lists. .Learn to set up the inventory or services you sell, invoice and receive payments from your customers, as well as enter and pay bills. Book included.</p>	<p>\$108.00</p>	<p>Center place at Mirabeau Room 209 2426 N. Discovery Place Spokane Valley</p>	<p>SBDC - To Register: 279-6030 or www.iel.spokane.edu/registration .</p>

<p>1/27/09 (TUE) 6:00 pm to 9:00 pm Pre-registration Not required</p>	<p>Credit & Collections for Small Businesses - Should your business carry customer accounts? Can you afford to? A firm accounts receivable portfolio is often the largest asset on the balance sheet; therefore, should be regarded in much the same way as any other commitment of business resources. This course will focus on credit and business as it pertains to small business and entrepreneurs. You will learn about the role of receivables management and the working tools that are available to the person performing credit and collection tasks. This course will address questions such as: is a credit department needed? And Why offer credit policies? You will also learn about credit files and records, credit decision-making, the investigation process, and much more.</p>	<p>\$25.00</p>	<p>Administration Bldg. Room 12 LCSC Campus 500 8th Avenue Lewiston</p>	<p>Call Cathy Corker at 208-792-2465  isbdc@lcsc.edu</p>
<p>1/27/09 (TUE) 6:00 pm - 9:00 pm Pre-registration Recommended</p>	<p>Basic Tax Requirements This workshop will give you an overview of your federal tax responsibilities, help answer some of your questions, and refer you to existing resources. This workshop will cover the following information:</p> <ul style="list-style-type: none"> • Types of Organizations • Record Keeping/Bookkeeping Systems • Business Income Tax • Business Deductions • Federal Tax Forms. <p>Instructor: Steven McCaughan</p>	<p>\$39.00</p>	<p>NIC Workforce Training Center 525 W. Clearwater Loop Post Falls</p>	<p>SBDC – Call Kare\arrar for more information at 208-666-8009  isbdc@nic.edu</p>
<p>1/27 - 29/09 (TUE & THU) 5:30 pm – 8:30 pm Pre-registration Recommended</p>	<p>Word 2003 – level 1 - Item P121 — Learn basic editing techniques, character, paragraph and section formatting, cutting and pasting text, and saving and printing documents in one of the most used and powerful word processing programs. Book included. Practice files available for copying. Bring a CD.</p>	<p>\$84.00</p>	<p>Center place at Mirabeau Room 213 2426 N. Discovery Place Spokane Valley</p>	<p>SBDC - To Register: 279-6000 or www.iel.spokane.edu/registration .</p>

<p>1/28/09 (WED) 9:00am – 12:00 pm Pre-registration Recommended</p>	<p>Financial Record Keeping: Know how and why you need to keep good business records and how to understand and use financial statements as a business management tool.</p>	<p>\$35.00 if pre-registered, \$40 the day of the workshop Register on-line at: www.ScoreSpokane.org</p>	<p>BIZSTREET Resource Center 801 W. Riverside Avenue Suite 200 Spokane</p>	<p>SCORE To register, call (509) 353-2821 on Tues or Wed from 8 am -11:30 am or fax registration form to (509) 353-2600 or register on line at www.ScoreSpokane.org or call (509) 353-2800.</p>
<p>1/29/09 (THU) 9:00 am – 4:00 pm Pre-registration Recommended</p>	<p>PowerPoint 2003 - level 2- Item P109 — Enhance presentations with pictures and multimedia. Create charts and tables, and add transition elements for a state-of-the-art presentation. Book included. Practice files available for copying. Bring a CD.</p>	<p>\$84.00</p>	<p>Center place at Mirabeau Room 213 2426 N. Discovery Place Spokane Valley</p>	<p>SBDC - To Register: 279-6030 or www.iel.spokane.edu/registration .</p>
<p>1/29/09 (THU) 5:30 pm - 8:30 pm Pre-registration Recommended</p>	<p>Thinking of Starting a Business in Idaho? - Intended for Idaho entrepreneurs, this workshop highlights the registration process and the regulatory issues new businesses encounter. Introduction of your federal tax and state tax responsibilities. Instructor: ISBDC Staff</p>	<p>\$29.00</p>	<p>NIC Workforce Training Center 525 W. Clearwater Loop Post Falls</p>	<p>SBDC – Call Karen Farrar for more information at 208-666-8009  isbdc@nic.edu</p>
<p>1/30/09 (FRI) 8:30 pm – 12:00 pm Pre-registration Recommended</p>	<p>Planning for Business Success - If you fail to plan, you plan to fail. Learn how to chart a course for your business success. Discover the essential ingredients for a business plan and how to use it to grow your business.</p>	<p>\$29.00</p>	<p>NIC Workforce Training Center 525 W. Clearwater Loop Post Falls</p>	<p>SBDC – Call Karen Farrar for more information at 208-666-8009  isbdc@nic.edu</p>

February 2009 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
<p>2/2/09 to 4/3/09 (MON) 6:00 pm - 9:00 pm Pre-registration Recommended</p>	<p>NxLevel Online - The NxLevel Online is designed for existing and potential entrepreneurs to learn the skills to create, develop, and strengthen their business ventures. In this 12 session online course you will consider your business options, plan your organization, research your product and market, and gain a deeper understanding of marketing and financial management. In the end, you will have developed a business plan to help you take your business to the next level. Price includes all material down loads, text, and workbook.</p> <p>Online means you will be able to take the sessions at your convenience but experience peer to peer learning as you share questions and thoughts with other students. In addition, your instructor will answer your questions and review your business plan.</p>	<p>\$485.00</p>	<p>WEB</p>	<p>SBDC – Call Karen Farrar 208-666-8009  isbdc@nic.edu</p>
<p>2/2/09 (MON) 6:00 pm - 9:00 pm Pre-registration Recommended</p>	<p>How to Start a Business Boot Camp- In this workshop you will learn business feasibility, self-employment assessment, initial market research, start-up expenses, financial feasibility, choosing a business structure, obtaining financing, determining regulations, setting prices, creating marketing materials, and developing a business plan.</p>	<p>\$10.00</p>	<p>Administration Bldg. Room 12 LCSC Campus 500 8th Avenue Lewiston</p>	<p>SBDC – Call Cathy Corker 208-792-2465  isbdc@lcsc.edu; lorainehand@boisestate.edu</p>

February 2009 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
<p>2/2/09 (MON) Pre-registration Recommended</p>	<p>NxLevel Online - The NxLevel Online is designed for existing and potential entrepreneurs to learn the skills to create, develop, and strengthen their business ventures. In this 12 session online course you will consider your business options, plan your organization, research your product and market, and gain a deeper understanding of marketing and financial management. In the end, you will be able to develop a business plan to help you take your business to the next level. Price includes all material down loads. Online means you will be able to take the sessions at your convenience but experience peer to peer learning as you share questions and thoughts with other students. In addition, your instructor will answer your questions and review your business plan. Please visit isbdc.lcsc.edu for more information or to register.</p>	<p>\$485.00</p>	<p>Web</p>	<p>SBDC – Call Karen Farrar for more information at 208-666-8009  isbdc@nic.edu</p>
<p>2/2 - 4/09 (MON & WED) 9:00 am – 1:00 pm Pre-registration Recommended</p>	<p>QuickBooks 2007 – Keep Going- Item P111 — Continue to learn about QuickBooks features that allow you to customize forms, create reports and graphs, and track and pay sales tax. Extensive time is given to payroll features in QuickBooks including setting up Washington’s Labor and Industry insurance. The class also covers QuickBooks Pro’s Letter –writing wizard and synchronizing with MMS Outlook. Book included.</p>	<p>\$105.00</p>	<p>Center place at Mirabeau Room 209 2426 N. Discovery Place Spokane Valley</p>	<p>SBDC - To Register: 279-6030 or www.iel.spokane.edu/registration .</p>
<p>2/2 - 11/09 (MON & WED) 6:30 pm – 9:30 pm Pre-registration Recommended</p>	<p>Computer Basics - Item L163 — This class is a wonderful introduction to the world of computers. Learn terminology, understand how a computer works and explore how people everywhere are using computers in their everyday lives. Gain skill and confidence as you develop your skills in the basics of Windows and Microsoft Office applications.</p>	<p>\$98.00</p>	<p>Institute for Extended Learning Lodge, Room D 3305 W. Fort George Wright Drive Spokane</p>	<p>SBDC - To Register: 279-6000 or www.iel.spokane.edu/registration .</p>

February 2009 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
2/3 - 4/09 (TUE & WED) 5:30 pm – 8:30 pm Pre-registration Recommended	Excel 2003 – level 2, Advanced formulas - Item P104 — Now you're ready for some additional features. Working with multiple worksheets, creating 3-D formulas, advanced functions such as VLOOK-UP and IF, and creating charts are covered. Book included. Practice files available for copying. Bring a CD.	\$84.00	Center place at Mirabeau Room 213 2426 N. Discovery Place Spokane Valley	SBDC - To Register: 279-6030 or www.iel.spokane.edu/registration .
2/4/09 (WED) 9:00 am – 12:00 am Pre-registration Recommended	How to Start a New Business: A step by step consideration of legal, tax, insurance, accounting, business planning and funding topics which need to be addressed to successfully start a business. Are you ready?	\$25.00 if pre-registered, \$30 the day of the workshop Register on-line at: www.ScoreSpokane.org	BIZSTREET Resource Center 801 W. Riverside Avenue Suite 200 Spokane	SCORE To register, call (509) 353-2821 on Tues or Wed from 8 am -11:30 am or fax registration form to (509) 353-2600 or register on line at www.ScoreSpokane.org or call (509) 353-2800.
2/5/09 (THU) 6:30 pm – 9:30 pm Pre-registration Recommended	Office 2007 – a first look - Item L122 — Become familiar with Office 2007. If you are using the earlier version of MS Office or are new to Office and want to learn what Office 2007 has to offer, enroll now. This class introduces you to the different components, basic features and differences in Office 2007. Familiarize yourself with new aspects, such as the Ribbon, Microsoft Office button and Quick Access Toolbar, and how to perform other common tasks. See what Office 2007 is about.	\$29.00	Center Place at Mirabeau Room 209 2426 N. Discovery Place Spokane Valley	SBDC - To Register: 279-6000 or www.iel.spokane.edu/registration .
2/5/09 (THU) 5:30 pm - 9:00 pm Pre-registration Recommended	Marketing: Hitting the Right Target for Profit - Knowing your key customer is the difference between making money or starving. Understand what specific NEED you are meeting. Learn how to use customer and competition profiles to analyze market potential and make profit.	\$29.00	NIC Workforce Training Center 525 W. Clearwater Loop Post Falls	SBDC – Call Karen Farrar for more information at 208-666-8009  isbdc@nic.edu

February 2009 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
2/7/09 (SAT) 8:30 am – 5:00 pm Pre-registration Recommended	QuickBooks 2007 – get going- Item P119 – – Make your bookkeeping both manageable and efficient. This nine-hour class is an introduction to the QuickBooks features necessary to set up a company; enter customers, employees and vendors; and manage QuickBooks lists. .Learn to set up the inventory or services you sell, invoice and receive payments from your customers, as well as enter and pay bills. Book included.	\$108.00	Center place at Mirabeau Room 209 2426 N. Discovery Place Spokane Valley	SBDC - To Register: 279-6030 or www.iel.spokane.edu/registration .
2/9 - 10/09 (MON & TUE) 5:30 pm – 8:30 pm Pre-registration Recommended	Word 2003 – level 2 - Item P122 — Master some of the advanced features of this popular word processing software. Using simple templates, working with tables, columns and graphics, and creating headers and footers are a few of the features covered. Book included. Practice files available for copying. Bring a CD.	\$84.00	Center place at Mirabeau Room 213 2426 N. Discovery Place Spokane Valley	SBDC - To Register: 279-6000 or www.iel.spokane.edu/registration .
2/10/09 (TUE) 6:00 pm - 9:00 pm Pre-registration Recommended	Cash Flow & Record Management - This workshop will help the small business owner avoid IRS problems and provide a model for good record keeping. Topics include: IRS services, tax payer ID number, record keeping systems, accounting methods, bookkeeping systems, business transactions, business records, and business taxes.	\$25.00	LCSC Campus, Admin Bldg. Room 12 500 8th Avenue Lewiston	SBDC – Call Cathy Corker 208-792-2465  isbdc@lcsc.edu ; lorainehand@boisestate.edu
2/11/09 (WED) 9:00 am – 12:00 am Pre-registration Recommended	How to Write a Business Plan: Discover why successful businesses operate with a plan. Learn how to write a comprehensive business plan and get assistance of a SCORE counselor to review and help you refine your plan.	\$35.00 if pre-registered, \$40 the day of the workshop Register on-line at: www.ScoreSpokane.org	BIZSTREET Resource Center 801 W. Riverside Avenue Suite 200 Spokane	SCORE To register, call (509) 353-2821 on Tues or Wed from 8 am -11:30 am or fax registration form to (509) 353-2600 or register on line at www.ScoreSpokane.org or call (509) 353-2800.

February 2009 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
<p>2/12/09 (THU) 5:30 pm - 9:00 pm Pre-registration Recommended</p>	<p>Managing Your Business Finances I - Good business decisions aren't guess work. They require accurate, objective information. Good financials give real-time data on the condition of your business. Gain an understanding of essential financial statements and learn how to use them for business Success!</p>	<p>\$29.00</p>	<p>NIC Workforce Training Center 525 W. Clearwater Loop Post Falls</p>	<p>SBDC – Call Karen Farrar for more information at 208-666-8009  isbdc@nic.edu</p>
<p>2/12 & 13/09 (THU & FRI) 8:00 am - 5:00 pm Pre-registration Recommended</p>	<p>The 7 Habits of Highly Effective Leader/Manager - This premier international leadership training is now available to leaders in North Idaho. Experience straightforward leadership development that will ensure your ability to execute your most important goals for life and business as an owner, an executive and a manager. You will learn: Effective Personal Leadership; How to lead others; Establishing clear Goals; Setting Priorities; Executing Business Strategy; Team and Employee Development; Performance Management; Accountability and Trust; Conflict Resolution; Interpersonal Effectiveness, and finding Balance for Life.</p>	<p>\$395.00</p>	<p>NIC Workforce Training Center 525 W. Clearwater Loop Post Falls</p>	<p>SBDC – Call Karen Farrar for more information at 208-666-8009  isbdc@nic.edu</p>
<p>2/17 - 19/09 (TUE & THU) 5:30 pm – 8:30 pm Pre-registration Recommended</p>	<p>Excel 2003 – level 3, Database Management - Item P105 — Excel is a great way to manage data. Sort lists, filter data base on criteria, use forms, and create formulas based on all or a select portion of the data. Learn to manipulate large amounts of information with confidence. Book included. Practice files available for copying. Bring a CD.</p>	<p>\$84.00</p>	<p>Center place at Mirabeau Room 213 2426 N. Discovery Place Spokane Valley</p>	<p>SBDC - To Register: 279-6030 or www.iel.spokane.edu/registration .</p>

February 2009 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
2/18/09 (WED) 9:00 am – 12:00 pm Pre-registration Recommended	Business Marketing and Sales: Gain insights into how to identify your prospective customers, how to attract them to your business and how to get them to buy your products and services.	\$35.00 if pre-registered, \$40 the day of the workshop Register on-line at: www.ScoreSpokane.org	BIZSTREET Resource Center 801 W. Riverside Avenue Suite 200 Spokane	SCORE To register, call (509) 353-2821 on Tues or Wed from 8 am -11:30 am or fax registration form to (509) 353-2600 or register on line at www.ScoreSpokane.org or call (509) 353-2800.
2/18/09 (WED) 6:30 pm – 9:30 pm Pre-registration Recommended	Exploring the Internet - Item L120 — Most likely you're using the internet but are you able to find all that you need? This class maximizes your search using Google. Customize the Internet to meet your needs and find exactly what you're looking for in the least amount of time. Discover aspects of Google like setting up and using free e-mail accounts, maps, Google Earth and other Google products. Basic Internet experience required.	\$29.00	Center Place at Mirabeau Room 209 2426 N. Discovery Place Spokane Valley	SBDC - To Register: 279-6000 or www.iel.spokane.edu/registration .
2/19/09 (THU) 5:30 pm - 9:30 pm Pre-registration Recommended	Marketing: Hitting the Right Target for Profit - Knowing your key customer is the difference between making money or starving. Understand what specific NEED you are meeting. Learn how to use customer and competition profiles to analyze market potential and make profit.	\$29.00	NIC Ponderay Center 300 Bonner Mall Way Ponderay, ID	SBDC – Call Karen Farrar for more information at 208-666-8009  isbdc@nic.edu
2/19/09 (THU) 5:30 pm - 9:00 pm Pre-registration Recommended	Managing Your Operations for Profit - Learn to understand what key processes make up your business operation and improve productivity, effectiveness, and efficiency in your business operations for richer profit.	\$29.00	NIC Workforce Training Center 525 W. Clearwater Loop Post Falls	SBDC – Call Karen Farrar for more information at 208-666-8009  isbdc@nic.edu

February 2009 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
<p>2/21/09 (SAT) 8:30 am – 4:30 pm Pre-registration Recommended</p>	<p>QuickBooks 2007 – Keep Going- Item P120 — Continue to learn about QuickBooks features that allow you to customize forms, create reports and graphs, and track and pay sales tax. Extensive time is given to payroll features in QuickBooks including setting up Washington’s Labor and Industry insurance. The class also covers QuickBooks Pro’s Letter –writing wizard and synchronizing with MMS Outlook. Book included.</p>	<p>\$105.00</p>	<p>Center place at Mirabeau Room 209 2426 N. Discovery Place Spokane Valley</p>	<p>SBDC - To Register: 279-6030 or www.iel.spokane.edu/registration .</p>
<p>2/23/09 (MON) 6:00 pm - 9:00 pm Pre-registration Recommended</p>	<p>Taking Your Business to the Web - Know you should have a website but not sure where to begin? Learn the getting-started basics. Such as: obtain a web address, determine who should build and update your website, and how to market it. This will help you to maximize your return on investment. After completing this class, you’ll know what’s important, what’s not, and how to avoid the common “gotcha’s” that “get” many 1st-time website owners!</p>	<p>\$29.00</p>	<p>NIC Workforce Training Center 525 W. Clearwater Loop Post Falls</p>	<p>SBDC – Call Karen Farrar for more information at 208-666-8009  isbdc@nic.edu</p>
<p>2/23/09 (MON) 6:00 pm - 9:00 pm Pre-registration Recommended</p>	<p>Web Design - In this workshop you will learn the basics of setting up a website. You will learn how to research and acquire a domain name and find a hosting company. You will develop a basic website using Microsoft Expression Web. Your website will be hosted locally, so you should bring a jump drive to save it to - if you want to take it home with you. Feel free to bring pictures/graphics on your jump drive as well. We’ll be developing an online photo album.</p>	<p>\$25.00</p>	<p>NLTC, Computer Lab 1920 3rd Avenue, North Lewiston</p>	<p>SBDC – Call Cathy Corker 208-792-2465  isbdc@lcsc.edu; lorainehand@boisestate.edu</p>

February 2009 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
<p>2/23 - 24 /09 (MON & TUE) 8:30 am – 1:00 pm Pre-registration Recommended</p>	<p>QuickBooks 2007 – get going- Item P117 – – Make your bookkeeping both manageable and efficient. This nine-hour class is an introduction to the QuickBooks features necessary to set up a company; enter customers, employees and vendors; and manage QuickBooks lists. .Learn to set up the inventory or services you sell, invoice and receive payments from your customers, as well as enter and pay bills. Book included.</p>	<p>\$108.00</p>	<p>Center place at Mirabeau Room 209 2426 N. Discovery Place Spokane Valley</p>	<p>SBDC - To Register: 279-6030 or www.iel.spokane.edu/registration .</p>
<p>2/23/09 – 3/4//09 (MON & WED) 6:30 pm – 9:30 pm Pre-registration Recommended</p>	<p>Computer Basics - Item L119 – This class is a wonderful introduction to the world of computers. Learn terminology, understand how a computer works and explore how people everywhere are using computers in their everyday lives. Gain skill and confidence as you develop your skills in the basics of Windows and Microsoft Office applications.</p>	<p>\$98.00</p>	<p>Center place at Mirabeau Room 209 2426 N. Discovery Place Spokane Valley</p>	<p>SBDC - To Register: 279-6030 or www.iel.spokane.edu/registration .</p>
<p>2/24/09 (TUE) 12:00 pm - 1:00 pm Pre-registration Recommended</p>	<p>Business Loan Briefing Need a loan to start, expand or buy a small business? Attend an SBA loan briefing. Did you know...the U.S. Small Business Administration is the largest source of long-term small business financing in the nation? Private lenders make loans and the SBA guarantees a percentage of the loan amount up to \$1.5 million. Get your questions answered and find out what to do next! How does the SBA Loan Guarantee Program work? What are the eligibility and credit requirements? Can proceeds be used to consolidate debt, help with cash flow or buy a building? What is a micro-loan? Are there special programs available for women or minority owned businesses? What are lenders looking for? Who can help with a business plan or loan proposal? Alternative financing options will be discussed.</p>	<p>\$9.00</p>	<p>NIC Workforce Training Center 525 W. Clearwater Loop Post Falls</p>	<p>SBDC – Call Karen Farrar for more information at 208-666-8009  isbdc@nic.edu</p>

February 2009 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
2/24/09 (TUE) 6:00 pm - 9:00 pm Pre-registration Recommended	Succession Planning/Wills & Trusts (Passing the Torch) - Your small business provides important products and services to your stakeholders. Throughout the life of your business, you need to be thinking about the new generation of owners who wants to take your business into the future. Planning is needed 5 – 10 years prior to transferring the company to maximize its value. This workshop will focus on the legal, tax, business valuation, and financing considerations.	\$25.00	LCSC Campus, Admin Bldg. Room 12 500 8th Avenue Lewiston	SBDC – Call Cathy Corker 208-792-2465  isbdc@lcsc.edu ; lorainehand@boisestate.edu
2/25/09 (WED) 9:00am – 12:00 pm Pre-registration Recommended	Financial Record Keeping: Know how and why you need to keep good business records and how to understand and use financial statements as a business management tool.	\$35.00 if pre-registered, \$40 the day of the workshop Register on-line at: www.ScoreSpokane.org	BIZSTREET Resource Center 801 W. Riverside Avenue Suite 200 Spokane	SCORE To register, call (509) 353-2821 on Tues or Wed from 8 am -11:30 am or fax registration form to (509) 353-2600 or register on line at www.ScoreSpokane.org or call (509) 353-2800.
2/26/09 (THU) 6:00 pm – 9:00 pm Pre-registration Recommended	QuickBooks for Payroll - Item P128 — Beginning, Intermediate and advanced learners can benefit from this class. Gain confidence as you learn to set up and create payrolls with QuickBooks. Hands-On instruction provides help in setting up and keeping track of business expenses, budgets and paychecks in order to manage your payroll more efficiently..	\$40.00	Center place at Mirabeau Room 209 2426 N. Discovery Place Spokane Valley	SBDC - To Register: 279-6000 or www.iel.spokane.edu/registration .
2/26/09 (THU) 5:30 pm – 9:00 pm Pre-registration Recommended	Planning for Business Success - If you fail to plan, you plan to fail. Learn how to chart a course for your business success. Discover the essential ingredients for a business plan and how to use it to grow your business.	\$29.00	NIC Workforce Training Center 525 W. Clearwater Loop Post Falls	SBDC – Call Karen Farrar for more information at 208-666-8009  isbdc@nic.edu

February 2009 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
2/26/09 (THU) 9:00 am – 12:00 pm Pre-registration Recommended	Legal Issues for New and Existing Businesses -The workshop, for new and existing small businesses will help you identify and prioritize your legal needs including; ownership, management, and transition issues; liability and tax concerns implications for different legal entities; regulatory issues for your business.	\$29.00	NIC Workforce Training Center 525 W. Clearwater Loop Post Falls	SBDC – Call Karen Farrar for more information at 208-666-8009  isbdc@nic.edu
2/27/09 (FRI) 8:30 am – 11:30 am Pre-registration Recommended	Thinking of Starting a Business in Idaho? Intended for Idaho entrepreneurs, this workshop highlights the registration process and the regulatory issues new businesses encounter. Introduction of your federal tax and state tax responsibilities.	\$29.00	NIC Workforce Training Center 525 W. Clearwater Loop Post Falls	SBDC – Call Karen Farrar for more information at 208-666-8009  isbdc@nic.edu

* **For your convenience, SBA now offers you the option to participate by phone from the comfort of your home or office!** To hear the presenter by conference call, dial the toll-free phone number: 1-866-740-1260 and enter the "Access Code": 3109402. To simultaneously view the PowerPoint slides online as it is being presented log onto the website www.readytalk.com and enter the "Participant Login Code": 3109402.

SBA - U. S. Small Business Administration: SBA is a federal agency whose mission is to promote and assist small business. For more information on SBA go to www.sba.gov

SBDC - Small Business Development Center: SBDC is a partnership between SBA and state and local governments, the educational community and the private sector to provide business management and technical assistance, training and research to small business owners and managers to improve profitability and stimulate growth. For more information on SBDC, go to www.wsbdc.org for Washington and www.idahosbdc.org for Northern Idaho.

SCORE - Counselors to America's small businesses: SCORE is a management consulting program sponsored by SBA, comprised of active and retired business executives who volunteer their time counseling and advising small business owners on the many aspects of starting and managing their businesses. For more information on SCORE go to www.score.org

The U.S. Small Business Administration's participation in these events does not constitute an express or implied endorsement of any of the participants' opinions, products or services. Reasonable arrangements for persons with disabilities will be made, if requested at least two weeks in advance. Call the SBA at (509) 353-2800 or mail requests to SBA, 801 W. Riverside Avenue, Suite 200, Spokane WA 99201. All programs are offered on a non-discriminatory basis.