



# Business Education Workshops

CITY OF CHICAGO - DEPARTMENT OF BUSINESS AFFAIRS & LICENSING (DBA)

**FEBRUARY  
2008**

Date & Time	Workshop Topic	Workshop Description	Presenters/Speakers
Friday, February 1 9:30 am to 11:00 am	<b>RTA/CTA Transit Benefit Fare Program – Employees Save up to 40% on Transit Cost</b>	Learn about how you can save money for both your company and your employees by enrolling in this program. The Transit Benefit Program is based on IRS code that allows individuals to pay for their transit fares pre-tax. Once enrolled in this program, employees see up to a 40% savings on their commuting costs, and employers about 10% savings. The program is free, is easy to administer, and provides an incentive for your employees.	<b>Chicago Transit Authority (CTA)</b> - Representatives from the CTA will be on hand to explain this program, how it can work for you, and the benefits for your organization.
Wednesday, February 6 3:00 pm to 4:30 pm	<b>Preparing for Your Next Business Inspection</b>	Did you know that most businesses need to pass inspections before obtaining a City business licenses? Inspectors from various city departments will share important information you need to know to help you prepare for your business inspection. Know the do's and don'ts, ask questions and get answers pertaining to your next inspection.	<b>City of Chicago Inspecting Departments:</b> Representatives from various city departments such as Department of Buildings, Department of Business Affairs & Licensing, Chicago Department of Public Health, and the Department of Zoning have unique expertise and experience dealing with business inspections.
Friday, February 8 9:30 am to 11:00 am	<b>Propiedad Intelectual Y Marcas Registradas Para Su Negocio</b> <i>(Workshop will be conducted in Spanish)</i>	<i>Proteja su negocio y sus ideas. Propiedad intelectual y marcas registradas: en este taller en español usted aprenderá que es una propiedad intelectual y los beneficios de registrar su marca. Conozca las diferencias entre: Patentes, Marcas Registradas, Derechos de Autor y Secretos comerciales.</i>	<b>Hazel Espinar</b> - Ms. Espinar is a practicing intellectual property attorney in Chicago who focuses her practice in trademark/copyright prosecution and litigation; branding; and business development.
Wednesday, February 13 3:00 pm to 4:30 pm	<b>The Ideal Corporate Structure when taking Outside Investments/Financing</b>	This presentation provides an overview of legal matters for the business founder to consider when taking in outside financing for his or her start-up company. Entrepreneurs may be wary of third party funding due to fear of loss of control over the direction of the business or loss of the business itself to the outside investors. These risks can be controlled through careful structuring of the investment and thorough evaluation of the risks which both the investor and the founder will face as the business grows.	<b>John A. Franczyk</b> – Mr. Franczyk is an Illinois-licensed attorney, a member of the United States Patent Bar, and the founder and president of John Franczyk & Associates, P.C., a Chicago-based law firm. He has more than twenty years of experience in representing and counseling start-up companies in a variety of legal matters, including corporate finance, corporate governance, purchases and sales of businesses, licensing and partnering transactions, and intellectual property.
Friday, February 15 9:30 am to 11:00 am	<b>How to Finance Your Business</b>	Can't get a loan? Get answers. Learn what banks are looking to finance your business loan. Learn about small business loans, short-term loans and pre-loan qualifications. Know the basics of loan preparation and what loans are the best fit for your future business endeavor.	<b>Alan Lane Murcia</b> - Mr. Murcia is the Assistant Vice President of Lending with Popular Small Business Capital, a division of Banco Popular North America. He has worked in small business lending for over 10 years, including ACCION Chicago and Foster Bank. He has a bachelor's degree in Economics from Wake Forest University NC, and an MBA from Eastern University PA.
Wednesday, February 20 3:00 pm to 4:30 pm	<b>10 Tips to Determine If Your Business Meets Today's Technology</b>	Are you maximizing your business with your telephone system? This course will provide you with "10 Tips To Determine if your telephone system meets today's technology" an overview of everything you need to know about current telephone systems and voice mail, but were afraid to ask. This course will help you evaluate your 2008 telecommunication needs.	<b>Barbara J. Bailey</b> - Ms. Bailey is President of B&B Communications, Inc., a firm that specializes in On-Site, Customized, Telecommunications and Information Technology Consulting Services. B&B has provided Support Services and Training to small, medium and fortune 500 companies.
Friday, February 22 9:30 am to 11:00 am	<b>Power Interviewing: The Secrets to Gain Information from Interviewees</b>	Not hiring the right employees could hurt your business. Learn the secrets of how to gain the maximum information from a candidate in the minimum amount of time from a world-renowned executive recruiter. Included will be 1) Questions to avoid (illegal questions); 2) Tools to gain information quickly; and 3) Techniques for guiding you to ask the right questions.	<b>Scott Sargis</b> - Mr. Sargis is an expert on job, career and labor issues serving as an executive recruiter for over 20 years. Has written publications for the Chicago Tribune, produced and hosted weekly career shows for CAN TV, and recently interviewed by WGN Radio on job, career, and labor issues.
Wednesday, February 27 1:00 pm to 4:30 pm	<b>1:00 to 3:00 pm - How to Get Certified</b> <b>3:15 to 4:30 pm - Doing Business with The City of Chicago</b>	Are you interested in doing business with or being a certified vendor with the City of Chicago? If you are, you don't want to miss this workshop. Come learn about the different types of procurement opportunities as well as the City's contract monitoring and compliance standards.	<b>Department of Procurement Services (DPS)</b> - The City's DPS provides vendor support to 44 City Departments. Over \$2 billion of quality goods and services are procured annually. DPS is responsible for managing the Disadvantage, Minority & Women Business Enterprise Program (D/M/WBE).
Friday, February 29 9:30 am to 11:00 am	<b>New Laws on Identity Theft and How to Reduce Your Company Risks</b>	Could your business survive the substantial fines and penalties associated with non-compliance to Federal and State Identity Theft laws? Whether you are your only employee or the boss of many, learn how you can mitigate your company and personal risk from the mishandling of non-public information.	<b>Emily Ferguson</b> - Ms. Ferguson is a Certified Identity Theft Risk Management Specialist, has a MBA with a major in finance from DePaul University and a BS degree from Xavier University of Louisiana. <b>Philip Hendel</b> - Mr. Hendel, a graduate of Boston University with a BA in journalism, leads seminars and workshops throughout the area on Identity Theft and its impact upon the victims of Identity Theft.

**All FREE workshops are held at the DBA Office: 121 N. LaSalle St., City Hall - Room 805**

Space is limited. Please reserve your attendance by calling (312) 744-5344

To learn more about DBA's workshops, visit our website at [www.cityofchicago.org/businessaffairs](http://www.cityofchicago.org/businessaffairs)