

BUSINESS EDUCATION WORKSHOPS

(WEDNESDAYS & FRIDAYS)

FEBRUARY 2019



DATE

2/1

CÓMO OBTENER LA NUEVA LICENCIA COMERCIAL PARA USUARIOS DE NEGOCIOS POP-UP O PROPIETARIOS DE ESTABLECIMIENTOS POP-UP

9:30 to 11:00 a.m.

Ayuntamiento, 121 N. LaSalle St – 8.º Piso, Sala 805

Presentado por el Departamento de Asuntos de Negocios y Protección al Consumidor (BACP) y el Departamento de Salud Pública (CDPH) – Protección Alimenticia

Las nuevas licencias comerciales de la ciudad, Usuario de negocios pop-up y Propietario de Establecimiento pop-up, ya están disponibles para la venta minorista general a corto plazo, emprendedores de ventas y dueños de locales comerciales, respectivamente. Aprenda sobre las características únicas que permiten el Usuario "aparecer de repente" a través la Ciudad durante el término de la licencia, la solicitud de licencia y los requisitos y proceso de protección alimenticia, además del beneficio provisto a los ya existentes Usuarios de Cocina compartida y titulares con licencia para la venta minorista de comida. Prepárese para ser uno de los primeros en recibir estas licencias innovadoras.

2/6

*CITY INSPECTIONS – ASK QUESTIONS, GET ANSWERS

3:00 to 4:30 p.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

Presented by the City of Chicago

To operate a successful business in Chicago you need to know what it takes to maintain compliance. Officials from several City departments will provide insight on how to operate safely, stay compliant, help prepare for inspections and highlight the do's and don'ts of operating a business.

2/8

CREATE YOUR 2019 SOCIAL MEDIA PLAN

9:30 to 11:00 a.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

Presented by Business Bragger

Set goals each quarter for 2019, determine which platforms are best for you to use your business, create a messaging concept and set KPI's (what are KPI's) to track your results.

2/13

NEW FOOD CODE WORKSHOP

3:00 to 4:30 p.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

Presented by Gerrin Butler, City of Chicago Department of Public Health

This workshop will provide information for retail food establishments to prepare for the City of Chicago new food code requirements. These requirements are based on the latest science, conform to federal guidelines, state and local laws.

DATE

2/15

GET CAPITAL FOR YOUR SMALL BUSINESS WITH KIVA AND ACCION

9:30 to 11:00 a.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

Presented by Kiva and Accion

Hear from Kiva, a nonprofit that provides 0% interest loans of up to \$10,000 to small business owners and entrepreneurs, and from Accion, a small business lender with loan ranges of up to \$100,000 for small and existing businesses.

2/20

HOW TO OPEN A CONCESSION AT O'HARE OR MIDWAY AIRPORT

3:00 to 4:30 p.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

Presented by the Chicago Department of Aviation – Concessions Department

Are you interested in operating a restaurant or shop at O'Hare or Midway International Airport, but don't know where to begin? Come and learn about the Request for Proposals (RFP) process, how to operate a business at the airport, and a summary of the Airport Concessions Disadvantaged Business Enterprise (ACDBE) program.

2/22

WHAT YOU NEED TO KNOW ABOUT YOUR BUSINESS & TAXES

9:30 to 11:00 a.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

Presented by the Internal Revenue Service (IRS) and Ladder Up (LU)/Center for Economic Progress (CEP)

Topics include: Are you required to file a tax return? Is your worker an independent contractor or an employee? What will the IRS request during an audit? Are you required to make estimated tax payments? What resources does the IRS have for small business owners?

2/27

HOW TO USE CUSTOMER SERVICE TO UNLOCK BUSINESS SUCCESS

3:00 to 4:30 p.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

Presented by the Better Business Bureau (BBB)

One element of every successful business is Customer Service. Its importance should never be underestimated. Nor should it be assumed employees understand it. This presentation by the Better Business Bureau uses the latest research to help businesses understand how customers themselves view customer service, and how a "better business" is defined by customers.

* Part of "Staying Alive: 2nd Year in Business Series" *

SAVE THE DATE: SMALL BUSINESS CENTER ON THE ROAD FREE SMALL BUSINESS EXPO

Saturday, March 9th from 10:00AM-2:00PM at Kennedy-King College, U Building-6301 S. Halsted St., Chicago.

For more information go to www.chismallbizexpo.com

* Workshop offered once a month.

/ChiSmallBiz @ChiSmallBiz /ChicagoBACP

All workshops are **FREE** and open to the public.

Space is limited. Please reserve your attendance by calling 312.744.2086 or e-mail BACPoutreach@cityofchicago.org

To learn more about BACP's workshops, visit www.chicago.gov/businessworkshops



FREE BUSINESS EDUCATION WORKSHOPS @ CITYHALL



WORKSHOP TOPICS INCLUDE:

- Business licensing requirements
- Develop a business plan
- How to finance your business
- Know what to expect during an inspection
- Marketing, social media and websites
- Leverage technology to boost your business

BUSINESS START-UP CERTIFICATE PROGRAM

Complete 9 workshops in a 6 month period and earn a **Business Start-up Certificate**. Those who earn a certificate are eligible to apply for low-interest and no-fee loans ranging from \$1,000 - \$25,000 through the CIBC Entrepreneurial Loan Program.

CITY OF CHICAGO'S SMALL BUSINESS CENTER ON THE ROAD EXPOS

- **Saturday, March 9, 2019 from 10AM-2PM**
@ Kennedy-King College, U Building-6301 S. Halsted St., Chicago
- **Saturday, May 4, 2019 from 10AM-2PM**
@ Arturo Velasquez Institute-2800 S. Western Ave., Chicago
- **Thursday, June 27, 2019 from 5-9PM**
@ 1871-theMART, 222 W. Merchandise Mart Plaza #1212, Chicago
- **Saturday, September 7, 2019 @ 10AM-2PM**
@ Truman College, McKeon Building-1145 W. Wilson Ave., Chicago
- **Saturday, November 2, 2019 @ 10AM-2PM**
@ Malcolm X College-1900 W. Jackson Blvd., Chicago

For updates visit www.ChiSmallBizExpo.com

STAYING ALIVE: 2ND YEAR IN BUSINESS SERIES

A series of workshops dedicated to business owners who want to continue growing their enterprise during that tricky make-or-break second year in operation. Designed to build knowledge and fine tune business principles to "Keep You Alive."

Register for workshops by calling **312.744.2086** or e-mailing BACPoutreach@CityofChicago.org

Workshops are held on Wednesdays and Fridays at City Hall, 121 N. LaSalle St., Chicago, IL 60602

Download our monthly calendar at Chicago.gov/BusinessWorkshops



City of Chicago Department of Business Affairs and Consumer Protection