

BUSINESS EDUCATION WORKSHOPS

(WEDNESDAYS & FRIDAYS)

JANUARY 2019



DATE

1/2 **NO WORKSHOP DUE TO HOLIDAY**

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1/9 ***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.

1/11 **ROADMAP TO BUSINESS FINANCING**

9:30 to 11:00 a.m.
City Hall, 121 N. LaSalle St. – 8th Floor, Room 805
Presented by Fifth Third Bank

In order for businesses to start or grow, financing is often needed. Attend this workshop and you will obtain the pathway to financial success including traditional and non traditional credit sources and how to best prepare for when your company needs capital most.

1/16 **BUSINESS GROWTH STRATEGIES 101**

3:00 to 4:30 p.m.
City Hall, 121 N. LaSalle St. – 8th Floor, Room 805
Presented by the Women's Business Development Center (WBDC)

Are you trying to determine how to grow your business and what area to target for growth? Do you need connections, capital, or additional capacity for your business? Come to the Women's Business Development Center's Business Growth Strategies 101 class to begin to identify what part of your business you need to grow, and gain tools that will help fuel your success. Topics that will be covered include finding your target customer, how to prepare for the first time you meet with a banker, and where to begin if you're thinking about contracting with the government. This workshop will be most meaningful to businesses that have been in business for at least one year.

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

DATE

1/18 **ROCK YOUR PROFILE**

9:30 to 11:00 a.m.
City Hall, 121 N. LaSalle St. – 8th Floor, Room 805
Presented by Hayden Humphrey - Success Coach and Creative Entrepreneur

Attend this workshop and discuss the ins, outs, tips, and tricks of creating a stellar LinkedIn profile. During this workshop, we will discuss the major profile components, best practices for creating a stellar page, and some behind the scenes advice on navigating the platform. Please come prepared with your profile already created and any questions you have on the platform!

1/23 **HOW TO OBTAIN THE NEW POP-UP USER OR POP-UP HOST BUSINESS LICENSE**

3:00 to 4:30 p.m.
City Hall, 121 N. LaSalle St. – 8th Floor, Room 805
Presented by the City of Chicago Department of Business Affairs & Consumer Protection (BACP) and Department of Public Health (CDPH) - Food Protection

The City's new Pop-Up User and Pop-Up Host business licenses are now available for short-term general retail, or food, sales entrepreneurs and owners of commercial spaces respectively. Learn about the unique features which allow the User to "pop-up" around the City during the license term, the license application and food protection requirements and process, as well as the benefit provided to existing Shared Kitchen Users and Retail Food license holders. Be ready to become one of the first to obtain these innovative licenses.

1/25 **HOW TO WRITE A BUSINESS PLAN - WHAT YOU NEED TO KNOW!**

9:30 to 11:00 a.m.
City Hall, 121 N. LaSalle St. – 8th Floor, Room 805
Presented by Donna R. Rockin, Managing Partner at Rockin Enterprises, Inc.

Learn how to create a comprehensive business plan. It's easier than you think when you understand all the components that get included. You'll receive a complete list of what to include to demystify the process. Writing a solid business plan is your roadmap to business success.

1/30 **NUTS AND BOLTS OF CREATING A CHARITABLE ORGANIZATION**

3:00 to 4:30 p.m.
City Hall, 121 N. LaSalle St. – 8th Floor, Room 805
Presented by the Community Law Project

Attend this workshop to learn about the legal steps to becoming a charitable organization, the differences between a for profit and a nonprofit and provide an overview of the legal process of creating a not for profit corporation, developing a board of directors, explain bylaws, and obtaining recognition of 501c3 income tax exemption for the organization.

* Workshop offered once a month.

/ChiSmallBiz @ChiSmallBiz /Chicago BACP



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.cityofchicago.org/businessworkshops



FREE BUSINESS EDUCATION WORKSHOPS @ CITY HALL



WORKSHOP TOPICS INCLUDE:

- Business licensing requirements
- Develop a business plan
- How to finance your business
- City's contract process
- 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

Small Business Center "On the Road" Expo brings business resources to the community.

A series of 5 free expos at various locations citywide for new and existing businesses looking to start or grow their business in the City of 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 CityofChicago.org/BusinessWorkshops



City of Chicago Department of Business Affairs and Consumer Protection

CityofChicago.org/BACP @ChicagoBACP /ChicagoBACP @ChiSmallBiz /ChiSmallBiz