



Spring 2009 Training Schedule

Date	Class Description	Location	Time
Thursday, February 19	Starting a New Business Dreaming about turning your ideas into your own business? Learn about what is involved in being your own boss, developing a product or service that sells, regulations, money to help you get started, and how to take those first steps towards making your dream a reality.	Conference Room, 103 N. Main, Mobridge	Noon - 1:00 pm
Thursday, February 26	Where Do I Stand Financially? Intended for the current business owner, this session will help you get a grip on your finances by understanding your financial statements. This class is being offered through the U.S. Small Business Administration by ReadyTalk, an internet based conferencing system.	Conference Room, 103 N. Main, Mobridge or at your own location with a computer and telephone	10:00 - 11:00
Thursday, March 5	How Can I Better Manage Finances? Intended for the current business owner, this session will help you better understand managing inventory, reviewing staffing and hours, and renegotiating loan terms and contracts. This class is being offered through the U.S. Small Business Administration by ReadyTalk, an internet based conferencing system.	Conference Room, 103 N. Main, Mobridge or at your own location with a computer and telephone	10:00 - 11:00
Thursday, March 10	Computer Essentials for the Business Owner Intended for current business owners with basic computer skills, this class will highlight useful time scheduling and email techniques, effective Internet search tips, software templates, and bookkeeping software.	Conference Room, 103 N. Main, Mobridge	Noon - 1:00 pm
Thursday, March 12	How Can I Increase My Sales? Intended for the current business owner, this session will help you 'mine' for new customers, retain existing customers and increase sales per customer. This class is being offered through the U.S. Small Business Administration by ReadyTalk, an internet based conferencing system.	Chamber Conference Room, 103 N. Main, Mobridge or at your own location with a computer and telephone	10:00 - 11:00
Thursday, March 19	How do I Manage and Improve my Cash Flow?	Chamber Conference Room, 103 N. Main, Mobridge or at your own location with a computer and telephone	10:00 - 11:00

Intended for the current business owner, this session will help you understand how to accelerate accounts receivable, defer accounts payable, and establish a line of credit. This class is being offered through the U.S. Small Business Administration by ReadyTalk, an internet based conferencing system.

Thursday, March 19	Starting a New Business	Conference Room, 103 N. Main, Mobridge	Noon - 1:00 pm
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Thursday, March 24	Writing a Simple Business Plan	Conference Room, 103 N. Main, Mobridge	Noon - 1:00 pm
<p>Dreaming about turning your ideas into your own business? Developing a business plan is an essential first step. This session will cover the critical sections of the plan and identify common pitfalls to avoid.</p>			
Thursday, March 26	Should I have a Succession Plan in Place?	Conference Room, 103 N. Main, Mobridge	10:00 - 11:00
<p>Intended for the current business owner, this session will help you decide how to position the business for sale and when to exit. This class is being offered through the U.S. Small Business Administration by ReadyTalk, an internet based conferencing system.</p>			
Thursday, April 2	Sources of Money for Your Business Ideas	Conference Room, 103 N. Main, Mobridge	Noon - 1:00 pm
<p>Dreaming about turning your ideas into your own business? Learn about the variety of funds available to start and expand your business ideas from sources available to Walworth County.</p>			
Thursday, April 16	Starting a New Business	Conference Room, 103 N. Main, Mobridge	Noon - 1:00 pm
<p>Dreaming about turning your ideas into your own business? Learn about what is involved in being your own boss, developing a product or service that sells, regulations, money to help you get started, and how to take those first steps towards making your dream a reality.</p>			
Thursday, April 30	Creating a Marketing Plan - Step by Step	Conference Room, 103 N. Main, Mobridge	Noon - 1:00 pm
<p>This session will cover the critical elements of a marketing plan for your small business, including targeting your ideal customers, advertising options, and guerilla marketing tips. Sample marketing plans will be provided.</p>			
Thursday, May 14	Starting a New Business	Conference Room, 103 N. Main, Mobridge	Noon - 1:00 pm
<p>Dreaming about turning your ideas into your own business? Learn about what is involved in being your own boss, developing a product or service that sells, regulations, money to help you get started, and how to take those first steps towards making your dream a reality.</p>			
Thursday, May 28	10 Secrets for Small Business Success	Conference Room, 103 N. Main, Mobridge	Noon - 1:00 pm

This session will provide entrepreneurs with ideas for areas that are often overlooked in the day-to-day operations. These ideas will cover different ways of looking at information and assessing risk/reward; an important skills for owners to develop when making decisions about how their business grows and changes with economic conditions.