



Small Business Information Center (SBIC)
Economic Development Department
Corporate Square • 7402 N. 56th Street • Building 400, Suite 425
Tampa, FL 33617 • (813) 914-4028, Option #4



January and February 2012

WORKSHOP DESCRIPTIONS

**THE FOLLOWING ARE DESCRIPTIONS OF THE WORKSHOPS THAT ARE OFFERED THROUGH THE SBIC.
IF YOU HAVE ANY QUESTIONS OR WISH TO REGISTER FOR A WORKSHOP
GO TO <https://sbic.hillsboroughcounty.org> OR CALL (813) 914-4028, OPTION #4.**

Business KIT - Know It Today – You will learn the basics for starting your own small, minority or women-owned business. The following topics will be covered: Smart Start Your Business, Preparing a Business Plan, SBA Programs, Loans and Financing, Managing Your Money, Marketing, IRS Regulations and Grant Availability.

Business Plan in a Day – In this 2-part series, you will receive the critical, time-tested information and tools you need to develop a well-constructed and effective business plan.

Communicating Beyond Our Differences – Understanding different personalities helps you communicate better with customers, vendors and employees. We must learn to communicate beyond our differences and to work as a team in any business organization.

Como Empezar un Negocio – Infórmese sobre el proceso a seguir, las entidades legales a escoger y los documentos requeridos al momento de empezar su negocio.

Doing Business with Local Government – This workshop will cover how to register with local agencies, how to find bidding opportunities and where assistance can be found.

Enterprise Zone and Your Business – Are you eligible for tax credits or refunds? If your business is located in an Enterprise Zone you may qualify for special incentives that will assist your business.

Food Industry Series – This 2-part series will provide the basic requirements for operating a restaurant, catering business or a mobile food dispensing cart (e.g. hot dog cart) as well as how to market your food industry business.

Getting Your Business Online – Ready to get on the World Wide Web? We will discuss how to locate a Web site host, site design, best practices, design software and eCommerce. This is a very basic class.

Going into Business – This workshop provides general information on licenses, legal entities, zoning requirements and issues, marketing and financing options.

It's Okay to be the Boss – Business Owners and Managers have more demands, more tasks and responsibilities and more people to manager than ever. This will give you practical ways to manage.

Keeping the Books – Proper bookkeeping is essential to managing your business. In Part I you will learn how to classify and record basic business transactions; enter data into an account, chart accounts, and many basic accounting terms. You will also learn what you must hold on to for tax compliance. In Part II you'll learn how to start a company using QuickBooks Pro, create invoices, manage customers, write checks and enter credit card charges as well as a variety of other issues related to the novice user. This class is taught on a demonstration screen and not individual computers

MBE/SBE Certification – Small, Minority, Women-Owned and Veterans Businesses will learn the eligibility requirements and steps to submit an application to be registered and/or certified with Hillsborough County.

Marketing Series – This 2-part series will introduce marketing fundamentals, help clarify target markets, competition, develop marketing strategies and learn techniques to enhance your business.

Not Everyone Gets a Trophy – Bosses and Managers will benefit from this workshop. Learn effective ways to manage Gen Y employees.

Preparing Your Business Plan – Every business should start with a plan. Learn how to develop the basics of a Business Plan.

Sales and Marketing – Learn how to improve your new or existing business with effective sales and marketing.

SBA Loans and Other Programs – Learn about various SBA Loans and requirements, as well as other programs such as HUB Zones and 8(a) firms doing business with the government.

Smart Start Your Business – This workshop provides general information on mandatory licenses, legal entities, zoning issues, marketing, grant availability and financing options.

In accordance with the Americans with Disabilities Act, persons needing special accommodations to participate in the programs should contact the Hillsborough County Small Business Information Center at telephone number (813) 914-4028 or TTY (813) 301-7173 no later than 5 days prior to the event.

ROAD SHOWS



The following is a list of workshops (highlighted in yellow and red on the calendar) that will be held in the community and NOT HELD AT THE SBIC OFFICE. Please check the calendar for dates, titles and times of workshops. To register for workshops go to <https://sbic.hillsboroughcounty.org> or call (813) 914-4028, Option #4.

All Business, All Day

Business *KIT Workshop

***Know It Today**

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Citrus Park Area – Austin Davis Public Library, 17808 Wayne Rd. Odessa 33516 January 7 – 10am – 5pm

USF Area – Univeristy Area Community Center, 14013 N. 22nd Street, Tampa 33613 January 21 – 9am – 4pm

Lutz Area – Lutz Branch Library, 101 Lutz Lake-Fern Rd. Lutz 33548 February 11 – 10am – 5pm

Riverview Area – Riverview Branch Library, 10509 Riverview Dr. 33578 February 25 – 10am – 5 pm

ADDITIONAL WORKSHOPS

Bloomingtondale Area – Bloomingtondale Regional Public Library
1906 Bloomingtondale Avenue, Valrico 33596

February 8 – 10am – Noon: *Food Industry Series Part I*

February 8 – 12:30pm – 2:30pm: *Food Industry Series Part II*

Brandon Area – Greater Brandon Chamber of Commerce
330 Pauls Drive, Suite 100, Brandon 33511

February 14 – 9:30am – 11:30am: *SBA Loans and Other Services*

East Tampa Area – East Tampa Redevelopment Center
3808 N. 22nd Street, Tampa 33610

January 19 – 10am – Noon: *Doing Business with Local Government*

January 19 – 12:30pm – 2:30pm: *MBE/SBE Certification*

February 16 – 9am – 11am: *Keeping the Books Part I*

February 16 – 11:30am – 1:30pm: *Keeping the Books Part II*

Ruskin Area – Ruskin Branch Library
26 Dickman Dr. S.E., Ruskin 33570

February 9 – 2pm – 4pm: *Como Empezar un Negocio*

Southshore Area – Southshore Chamber of Commerce
315 S. US Hwy 41, Ruskin 33570

January 11 – 2pm – 4pm: *Smart Start Your Business*

January 18 – 1pm – 3pm: *Marketing Series Part I*

January 25 – 1pm – 3pm: *Marketing Series Part II*

February 15 – 10am – Noon: *Doing Business with Local Government*

February 15 – 12:30pm – 2:30: *MBE/SBE Certification*

USF Area – University Area Community Center
14013 N. 22nd Street, Tampa 33613

January 12 – 2pm – 4pm: *Como Empezar un Negocio*

January 24 – 10am – Noon: *Enterprise Zone and Your Business*

Ybor City Area – Robert W. Saunders, Sr. Public Library
1505 Nebraska Avenue, Tampa 33602

February 28 – 1pm – 3pm: *Enterprise Zone and Your Business*