

## Take a Workshop

The Workshop series is designed to give attendees a thorough introduction into all aspects of starting and operating a small business successfully.

Take advantage of expert instruction and Q & A from community professionals and SCORE mentors while you learn and network with fellow small business owners. See inside for workshop offerings.

To register to Take a Workshop go to: [www.minneapolis.score.org](http://www.minneapolis.score.org) and click Take a Workshop.

## Recorded Webinars

Prefer to learn on your own? Visit the SCORE Minnesota – Learning Center to access FREE webinars. It's easy, select a topic from these series and register.

- Introductory
- Marketing
- Financial
- Operations

To register for online workshops go to: [www.minneapolis.score.org](http://www.minneapolis.score.org) and click Recorded Webinars - Learning Center link and scroll down through options to select.



Staffed with experienced SCORE Volunteers ready to help you put your business ideas into an accepted plan format using **LivePlan** software. Register through your SCORE mentor or call to ask for a **Business Plan Center** appointment.

## What is SCORE?

SCORE is a volunteer, non-profit organization and a resource partner of the U.S. Small Business Administration.

## Are you a small business owner looking for a mentor?

The Minneapolis SCORE Chapter has over 95 mentors with experience in all areas of business management.

## SCORE provides:

- FREE and confidential one-on-one business mentoring with experienced professionals.
- FREE assistance with developing your business plan.

Contact the Minneapolis SCORE office to connect with a mentor or find out more about the Small Business Seminars and SCORE.



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# Local Workshops for Small Businesses

Developing Your Business Plan | QuickBooks®  
Simple Steps for Starting Your Business  
Personal Selling Confidence  
CEO Forum | Hiring & Managing Employees  
Succession Planning Series



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Minneapolis

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No prerequisites are required for any seminar and they may be taken individually on topics considered most important to you.



## Simple Steps for STARTING Your Business

Find out if your business idea has merit and whether starting a business is right for you. This five workshop series of three hours each will help you make an informed go/no-go decision.

- Start-up Basics
- Business Concept
- Marketing
- Financial Projections
- Funding Sources

## QuickBooks® Basics

Learn key features of this software in a classroom setting with an experienced presenter.

- Setup and the Company File
- Chart of Accounts and other lists
- Handling of customer and sales
- Vendors and purchases
- Banking, deposits and credit card payments
- Financial reports for managing a business

## Developing Your Business Plan

Based on the book *21 Question Success Plan* by Robert Voss.

- Create a road map for your business
- Planning guided by professionally written text supported by experts
- Easy-to-follow business planning process

## Personal Selling Confidence

Five focused repeatable actions you can take to grow your business today.

- Specific actions to increase sales
- Practical tools for immediate implementation
- Gain tremendous competitive advantage

## Hiring & Managing Employees

Find and hire the right people at the right time.

- Assess your HR needs
- Understand best hiring practices
- Learn strategies for training and motivating employees
- Handle problematic employees
- Know when to hire outside professionals

## Succession Planning Series

Find out how to plan a graceful exit from your company and learn how to evaluate your business.

- Develop an exit strategy
- Preparing the business for sale
- Ownership change plan
- Determine value of business/stock
- Evaluate impact on family, employees and taxes



CEO's collaborating with CEO's for Success. Participate in a diverse advisory board of 10-12 CEO peers from non-competing small business. Go to [www.minneapolis.score.org](http://www.minneapolis.score.org) and click the [CEO Forum](#) menu tab to learn more and indicate your interest.

Register at

[www.minneapolis.score.org](http://www.minneapolis.score.org)

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