

# **FREE SMALL BUSINESS WORKSHOP**

**Business Essentials:**  
**What you don't know can hurt you!**



**Who should attend? Anyone who owns a small business, contemplating opening a business, or one who is in the process of starting a small business.**

**Of what value is this workshop to any of the above listed? Current economic conditions are forcing small businesses to find creative ways to either increase revenues or cut costs; however, are unsure of the resources available, and where to find them. This workshop will help the business owner find ways to achieve the needed tools necessary for their continued success.**

# **ONE DAY WORKSHOP**

8:00—10:00 AM

**Database Availability and Use**

Bill / Debra

10:00—12:00 noon

**Level 1  
Introduction to Excel, Access, and  
PowerPoint**

Randy Smith

**Lunch Break**  
12:00—1:00 PM

1:00—2:00 PM

**Learn How to Develop and Analyze  
Financial Statements and Turn Your  
Numbers into Conclusions**

2:00—3:00 PM

**Domestic / International Marketing Plan  
to Include Market Penetration Strategies**

3:00—5:00 PM

**Business Plan: Identifying and Targeting  
Funding Sources**  
**(An Entrepreneurs' Road Map to Success)**