



## SMALL BUSINESS LEARNING SESSIONS



Small Business Learning Sessions offer you quick-to-learn, quick-to-use business basics. Learn from our professional and experienced presenters in a casual classroom environment via video conference. **Sessions are FREE unless otherwise noted by \*\*.** **These sessions are \$ 40.00 each, including GST. Registration is required. Cut off for registration is noon the day prior to the session.** Cash or Cheque accepted.

For more information or to register, contact Community Futures Centre West toll-free at: 1-877-603-2329.

**COMMUNITY FUTURES CENTRE WEST**  
**#6 – 205 First Street East**  
**Cochrane, Alberta**

### FALL 2010 SCHEDULE

#### SEPTEMBER

- 7<sup>th</sup> Income Tax Basics for Sole Proprietors & Partnerships (1:00pm-3:00pm)
- 8<sup>th</sup> Preparing a Business Plan (12:00 – 3:30pm) \*\*
- 9<sup>th</sup> Web Design that Works! (12:00pm – 2:00pm)
- 14<sup>th</sup> How to Buy a Business (1:00pm – 3:00pm)
- 16<sup>th</sup> I Have a Brand? (1:00pm – 3:00pm)
- 21<sup>st</sup> Income Tax Basics for the Incorporated Business (9:00am – 11:00am)
- 21<sup>st</sup> How to Sell Your Family Business (1:00pm – 3:00pm)
- 22<sup>nd</sup> Starting Your Business (12:00pm – 3:30pm) \*\*
- 23<sup>rd</sup> So You Want to be an Entrepreneur? (Immigrant Series) (6:00pm – 9:00pm)
- 28<sup>th</sup> Accounting for Your Small Business (1:00pm – 3:00pm)
- 29<sup>th</sup> Promotional Strategies: Create Buzz for Your Business (12:00pm – 3:30pm) \*\*
- 30<sup>th</sup> Gadgets and Tech Tools for Your Small Business (1:00pm – 3:00pm)
- 30<sup>th</sup> Choosing the Right Business Idea (Immigrant Series) (6:00pm – 9:00pm)

#### OCTOBER

- 5<sup>th</sup> GST Basics (1:00pm – 3:00pm)
- 6<sup>th</sup> Passing the Torch (1:00pm – 3:00pm)
- 7<sup>th</sup> Small Business Search Engine Marketing (12:00pm – 3:00pm) \*\*
- 7<sup>th</sup> Making a Business Plan (Immigrant Series) (6:00pm – 9:00pm)
- 12<sup>th</sup> Intellectual Property: What's in it for You? (12:00pm – 2:00pm)
- 13<sup>th</sup> Financing Your Small Business (Aboriginal Business Series) (1:00pm – 3:00pm)
- 14<sup>th</sup> Doing Business with the Government (12:00pm – 2:00pm)
- 18<sup>th</sup> Greening Your Business (12:00pm – 1:00pm)

- 19<sup>th</sup> Payroll Basics (9:00am – 11:00am)
- 20<sup>th</sup> Online Marketing for Local Businesses (1:00pm – 3:00pm)
- 21<sup>st</sup> Do-It-Yourself Incorporation (12:00pm – 3:30pm) \*\*
- 21<sup>st</sup> Getting Your Business Started (Immigrant Series) (6:00pm – 9:00pm)
- 22<sup>nd</sup> Finding Balance at Home and at Work (9:00am – 11:00am)
- 26<sup>th</sup> Bidding on Opportunities (12:00pm – 1:00pm)
- 27<sup>th</sup> I Have a brand? (12:00pm – 2:00pm)
- 28<sup>th</sup> Market Your Business Through Facebook (1:00pm – 3:00pm)
- 28<sup>th</sup> Let's Get Ready for a Trade Show (6:00pm – 8:00pm)

## NOVEMBER

- 2<sup>nd</sup> Income Tax Basics for the Incorporated Business (1:00pm – 3:00pm)
- 3<sup>rd</sup> Restaurant Entrepreneur (12:00pm – 2:00pm)
- 4<sup>th</sup> Employment Standards: Getting it Right (12:00pm – 1:00pm)
- 4<sup>th</sup> Starting Your Business (6:00pm – 9:30pm) \*\*
- 9<sup>th</sup> Becoming an Entrepreneur – Part One (12:00pm – 3:00pm) \*\*
- 10<sup>th</sup> Web Design That Works! (1:00pm – 3:00pm)
- 16<sup>th</sup> GST Basics (9:00am – 11:00am)
- 16<sup>th</sup> Five Steps to Super Profits (1:00pm – 3:00pm)
- 17<sup>th</sup> How to Prepare for the Bank (1:00pm – 3:00pm)
- 18<sup>th</sup> Promotional Strategies: Create Buzz for Your Business (6:00pm – 9:30pm) \*\*
- 23<sup>rd</sup> Becoming an Entrepreneur – Part Two (12:00pm – 3:00pm) \*\*
- 24<sup>th</sup> How to Start a Daycare (1:00pm – 3:00pm)
- 25<sup>th</sup> Writing Strategically for the Web (1:00pm – 3:00pm)
- 25<sup>th</sup> Do-It-Yourself Incorporation (6:00pm – 9:30pm) \*\*
- 30<sup>th</sup> The First Nations GST/Payroll Basics (1:00pm – 3:00pm)

## DECEMBER

- 1<sup>st</sup> Maximizing Web Success (1:00pm – 3:00pm)
- 2<sup>nd</sup> Green Graphic Design (12:00pm – 1:00pm)
- 2<sup>nd</sup> Gadgets and Tech Tools for Your Small Business (6:00pm – 8:00pm)
- 7<sup>th</sup> Setting Up an Online Store (12:00pm – 1:00pm)
- 8<sup>th</sup> Small Business Search Engine Marketing (1:00 – 4:00pm) \*\*
- 9<sup>th</sup> Sales RICH (1:00pm – 3:00pm)
- 14<sup>th</sup> Entrepreneurs in Agriculture – Tax/ GST Basics (1:00pm – 3:00pm)
- 15<sup>th</sup> Passing the Torch (1:00pm – 3:00pm)
- 16<sup>th</sup> Basic Market Research (12:00pm – 3:00pm) \*\*