

# BUSINESS EDUCATION WORKSHOPS

(WEDNESDAYS & FRIDAYS)

★ ★ MAY 2018 ★ ★

DATE

## 5/2 \*+CITY INSPECTIONS – ASK QUESTIONS, GET ANSWERS

3:00 to 4:30 p.m.  
City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

*Presented by the City of Chicago*

To operate a successful business in Chicago you need to know what it takes to maintain compliance. Officials from several City departments will provide insight on how to operate safely, stay compliant, help prepare for inspections and highlight the do's and don'ts of operating a business.

## 5/4 +RESOURCES TO START, RUN AND GROW YOUR BUSINESS

9:30-11:00 a.m.  
City Hall, 121 N. LaSalle St. – 11th Floor, Room 1103

*Presented by the City of Chicago Department of Business Affairs & Consumer Protection (BACP)*

Whether you're a startup, established, or about to expand your business, find out what resources are available to business owners. In this workshop, entrepreneurs will learn what small business resources are being offered by the City of Chicago, chambers of commerce, delegate agencies, and other community partners.

## 5/9 HOW TO OPEN A CONCESSION AT O'HARE OR MIDWAY AIRPORT

3:00 to 4:30 p.m.  
City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

*Presented by the Chicago Department of Aviation – Concessions Department*

Are you interested in operating a restaurant or shop at O'Hare or Midway International Airports, but don't know where to begin? Come and learn about the Request for Proposals (RFP) process, how to operate a business at the airports, and a summary of the Airport Concessions Disadvantaged Business Enterprise (ACDBE) program.

## 5/11 BUSINESS FUNDING & EQUIPMENT LEASING MADE EASY

9:30 to 11:00 a.m.  
City Hall, 121 N. LaSalle St. – 11th Floor, Room 1103

*Presented by Craig Feldman, Bloom Lending*

Without positive cash flow, it is difficult to take care of the everyday functions of the business or have the ability to buy or lease assets such as equipment and machinery, or acquire other facilities. Let's have a critical conversation about the importance of funding and discuss the key indicators of why working capital and leasing are crucial in all areas of your business. Attending this workshop will get you ready to accept the challenge to make the important decisions to manage your cash flow and to secure the best financing/leasing needed to achieve your goals.

+ Crain's Small Business Week is April 30-May 5. The Wednesday, May 2nd and Friday, May 4th workshops are part of this campaign. Additional events can be found at [www.chicagobusiness.com/section/small-business-week](http://www.chicagobusiness.com/section/small-business-week)

\* Workshop offered once a month.

DATE

## 5/16 HOW TO PREPARE FOR CHICAGO'S NEW FOOD CODE

3:00 to 4:30 p.m.  
City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

*Presented by the City of Chicago Department of Public Health (CDPH)*

The City of Chicago has introduced an ordinance and accompanying rules to enhance the standards that food establishments follow to protect the health of all Chicagoans. The Chicago Department of Public Health (CDPH) is hosting a training designed for owners, operators, and managers of food establishments, to become familiar with the major changes in the food safety requirements in the City of Chicago.

## 5/18 10 LEGAL TIPS FOR SMALL BUSINESSES

9:30-11:00 a.m.  
City Hall, 121 N. LaSalle St. – 11th Floor, Room 1103

*Presented by Lema Khorshid, Fuksa Khorshid, LLC*

Running a small business takes a lot of work. Often, a handful of employees fill a variety of roles, meaning that everyone has to bring serious hard work, dedication, self-motivation, and multitasking skills to the table. Amid all this, it can be easy to forget about the legal aspects of running a business. However, attending to these matters sooner rather than later is likely to save you time, stress, and expense in the long run. Join us in this workshop to learn our top 10 legal tips for small business success.

## 5/23 FACEBOOK AND INSTAGRAM 101

3:00 to 4:30 p.m.  
City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

*Presented by Facebook*

In this session we will walk through an overview of the free tools Facebook and Instagram have to offer businesses. We will start with talking through the tools Facebook pages and Instagram business profiles offer to understand and reach your audiences. This session will end with Q&A.

## 5/25 7 STEPS TO 7 FIGURES

9:30 to 11:00 a.m.  
City Hall, 121 N. LaSalle St. – 11th Floor, Room 1103

*Presented by L. Renee Richardson, CEO, Wealth and Riches Today*

This class will empower dreamers to take control of YOU first and prioritize your life to accomplish your Big Dreams. You will discover the seven steps to achieve business success.

★ Part of "Staying Alive: 2nd Year in Business Series" ★

## 5/30 HOW TO REALLY START YOUR BUSINESS

3:00 to 4:30 p.m.  
City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

*Presented by Score*

Do you have what it takes to start and run a successful business? If so, what are the first steps you should take? This workshop will help you assess your prospects, give you the initial direction you need, and inspire you to move forward to realize your dream.

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All workshops are **FREE** and open to the public.

Space is limited. Please reserve your attendance by calling 312.744.2086 or e-mail [BACPoutreach@cityofchicago.org](mailto:BACPoutreach@cityofchicago.org)

To learn more about BACP's workshops, visit [www.cityofchicago.org/businessworkshops](http://www.cityofchicago.org/businessworkshops)



**SMALL  
BUSINESS  
CENTER**

# FREE BUSINESS EDUCATION WORKSHOPS @ CITY HALL



## WORKSHOP TOPICS INCLUDE:

- Business licensing requirements
- Develop a business plan
- How to finance your business
- City's contract process
- Know what to expect during an inspection
- Marketing, social media and websites
- Leverage technology to boost your business

## BUSINESS START-UP CERTIFICATE PROGRAM

Complete 9 workshops in a 6 month period and earn a **Business Start-up Certificate**. Those who earn a certificate are eligible to apply for low-interest and no-fee loans ranging from \$1,000 - \$25,000 through the CIBC Entrepreneurial Loan Program.

## CITY OF CHICAGO'S SMALL BUSINESS CENTER ON THE ROAD EXPOS

- **Saturday, March 3, 2018 from 10AM-2PM**  
@ South Shore Cultural Center-7059 S. South Shore Dr., Chicago
- **Saturday, May 12, 2018 from 10AM-2PM**  
@ Arturo Velasquez Institute-2800 S. Western Ave., Chicago
- **Thursday, June 21, 2018 from 5-9PM**  
@ 1871-theMART, 222 W. Merchandise Mart Plaza #1212, Chicago
- **Saturday, September 8, 2018 @ 10AM-2PM**  
@ Truman College- 1145 W. Wilson Ave., Chicago
- **Saturday, October 27, 2018 @ 10AM-2PM**  
@ Malcolm X College-1900 W. Jackson Blvd., Chicago  
*For updates visit [www.ChiSmallBizExpo.com](http://www.ChiSmallBizExpo.com)*

## STAYING ALIVE: 2ND YEAR IN BUSINESS SERIES

A series of workshops featured in 2018 dedicated to business owners who want to continue growing their enterprise during that tricky make-or-break second year in operation. Designed to build knowledge and fine tune business principles to "Keep You Alive."

Register for workshops by calling **312.744.2086** or e-mailing [BACPoutreach@CityofChicago.org](mailto:BACPoutreach@CityofChicago.org)  
Workshops are held on Wednesdays and Fridays at City Hall, 121 N. LaSalle St., Chicago, IL 60602

Download our monthly calendar at [CityofChicago.org/BusinessWorkshops](http://CityofChicago.org/BusinessWorkshops)



City of Chicago Department of Business Affairs and Consumer Protection



[CityofChicago.org/SBC](http://CityofChicago.org/SBC)



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