



**SMALL
BUSINESS
DEVELOPMENT
CENTER**

October-December 2016 2016 WORKSHOPS

CONTRA COSTA

Helping you...
*start * grow * thrive*

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Space is Limited!

Hosted by:

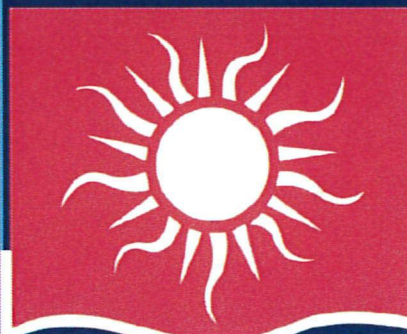
Contra Costa Small Business Development Center
(SBDC)

300 Ellinwood Way, Suite 300

Pleasant Hill, CA 94523

Tel: 925-602-6806

Fax 925-602-6842



Contra Costa SBDC

BRENTWOOD ONE STOP--281 Pine St., Brentwood CA 94513

Hire Safe, Hire Right 10/14 10:00 am-1:00 pm Mari LoValvo

The 5 Ways Smaller Companies
Can Become Bigger 10/21 1:30 pm-1:30 pm Blair Abee

MARTINEZ ADULT ED.--600 F Street., Martinez CA 94553

Is Self Employment Right
for You? 10/20 12:45 pm-2:45 pm Cindy Turner

SBDC-CONTRA COSTA-300 Ellinwood Way, Pleasant Hill CA 94523

First Steps to Successful
Start-ups 10/19 9:00 am-12:30 pm Sandra Markus
11/3
11/17
12/1

Finding Investors For Your
Business 10/13 9:00 am-11:00 am Blair Abee

Maximizing The Sale Of
Your Business 10/20 9:00 am-11:00 am Blair Abee

Basic ABC's Employment
Laws for Business Owners 10/21 12:00 pm-2:00 pm Guest Speaker

5 Easy Steps to Motivate
Your Customer to BUY 11/18 9:00 am-12:00 pm Guest Speaker

Human Resources Workshop 12/13 9:00 am-11:00 am Guest Speaker

SAN PABLO-13830 San Pablo Ave., Suite D, San Pablo CA 94806

Business Planning Class-Emphasis
on Construction Industry-**5 weeks**
10/18, 10/25, 11/1, 11/8, 11/15/16 10/18 1:00 pm-4:00 pm Mari LoValvo

WALNUT CREEK-1666 N. Main St., Walnut Creek CA 94596

Growing A Consulting Business 11/4 9:00 am-11:30 am David Mitroff

Search Engine Optimization
Strategies 11/18 9:00 am-11:30 am David Mitroff



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and Humboldt State University Sponsored Programs Foundation. All opinions, conclusions or recommendations expressed are
those of the author(s) and do not necessarily reflect the views of the SBA or HSU Sponsored Programs Foundation.
Reasonable accommodations for persons with mental or physical disabilities will be made if requested at least two weeks in advance.

Hire Safe, Hire Right!

The Brentwood One-Stop Career Center Workshop Series
Presented by the Contra Costa SBDC

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Hire Safe, Hire Right!

Learn the most important steps to safe Hiring, audit details and best practices, such as company wide hiring and procedures. Legal compliance, verifying employee education, view criminal records and how to use other screening tools. This workshop is ideal for small business owners and anyone responsible for hiring.

- Do you know why "Hiring Programs" are so important?
- Should you pre-screen your employees? If so, how?
- If your firm is sued, can you show due diligence?
- Does your company have written policies and procedures?
- Do you know how to protect your company against fraud and embezzlement?

When: **October 14, 2016**

Time: 10:00 a.m. to 1:00 p.m.

Where: The One Stop Brentwood Career Center
281 Pine St. Brentwood CA. 94513



Instructor: Mari LoValvo

Register On-line at

Contracostasbdc.org



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The 5 Ways Smaller Companies Can Become Bigger

The Brentwood One-Stop Career Center Workshop Series

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Contra Costa SBDC

The 5 Ways Smaller Companies Can Become Bigger!

Research shows that better performing companies get that way for a reason, several reasons to be exact. This is true despite the significant differences that exist in so many areas among industries.

Research from the Center for Creative Leadership, in their groundbreaking books *"The Leadership Machine"* and *"For Your Improvement"*, pinpointed the 5 *"killer competencies"* which put company leadership at the top of their games.

This seminar will explore these competencies and how your company can take advantage of them.

When: **October 21, 2016**

Time: 1:30 p.m. to 3:30 p.m.

Where: The One Stop Brentwood Career Center
281 Pine St. Brentwood CA. 94513



Instructor: Blair Abee

Register On-line at

Contracostasbdc.org



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Business Planning Class

with Emphasis in The Construction Industry

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Planning to start and grow your business in the construction industry efficiently and successfully. This is a 7-week class where you will learn all the key components to manage your business:

- Finance
- Marketing
- Legal Issues
- Pricing Strategies
- Contracts and much more

Five sections to learn and have a business plan that will lead to success. This class is very practical, dynamic and collaborative. We also offer free consultations to support clients.

Register today. Space is limited !!

Date: Every Tuesday in October 18, 25, November 1, 8 and 15, 2016

Time: 1:00 p.m. to 4:00 p.m.

Location: San Pablo Economic Development Corporation

13830 San Pablo Avenue, Suite D, San Pablo CA. 94806

Phone: 925-602-6806 (to register)

Cost: Classes are FREE

Language: English

Instructor: Mari LoValvo

Register on-line at www.ContraCostaSBDC.org



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