

**REGISTRATION DEADLINE:
FRIDAY, FEBRUARY 9TH, 2018**

Date: _____

Name: _____

Company: _____

Address: _____

Phone: _____

E-Mail: _____

The fee for the training workshop is \$15 and must be paid in advance*.

Yes, Sign me up!

☐ I enclosed my check or money order.

Make payable to: CAC of Pike County

☐



*Must give a 24 hour notice for cancellation. No refunds if cancellation is less than 24 hours prior to day of class.

Please mail or fax the completed form to:



941 Market Street
Piketon, Ohio 45661

Phone: 740.289.2371

Toll Free: 1.866.820.1185

FAX: 740-289-4291

www.workforcebusinessdevelopment.org



941 Market Street, P. O. Box 799
Piketon, Ohio 45661



Small Business Class

Self-Employment: From Dream to Reality!



In cooperation with



**Working to promote
economic growth
in the area since 1993**

**Phone: 740.289.2371
Toll Free: 1.866.820.1185**

SELF EMPLOYMENT: FROM DREAM TO REALITY!

The *Workforce & Business Development Program* offers potential and existing small business owners and individuals, who are considering the option of business ownership, the opportunity to learn a variety of skills needed to own and operate a business.

The cost of this class is \$15.

The Small Business Class meets on Tuesday's and Thursday's from 1:00 to 4:00 p.m. for 5 weeks.

The course covers every facet of owning a business and covers the following topics:

- **The World of Business:** Discusses what it takes to own a business, traits of entrepreneurs, what leads to business failure, the importance of business planning and the contents of a business plan.
- **Defining the Dream:** Allows the entrepreneur to discover the type of business best suits them, describing the business, naming the business and building a support team.
- **Financing the Dream:** Gives entrepreneurs a look at ways to finance a business, the differences between financing a start-up business vs. financing an existing business and the process of getting a loan.
- **Goal Setting:** Assists the entrepreneurs in proper goal setting and emphasizes the importance of developing action plans to help them reach their goals.

- **Pricing Your Products and Services:** Teaches participants how to price their products and services. Helps them to determine the cost of goods sold for retail businesses and how to calculate the hourly rate for service business.
- **Finding, Reaching and Serving Your Customers:** Gives the participants a foundation on basic market research tactics and the importance of the research and how to find lucrative markets.
- **Managing Your Cash Flow:** Assists aspiring and current entrepreneurs with developing cash flow projections, how to predict cash future and discuss what lenders want to see from entrepreneurs.
- **The Business of Business:** Walks through the various types of business entities and the pros and cons of each as well as discusses the insurance needs of businesses. (Guest speaker for this session: attorney, banker or insurance agent).
- **Managing Your Records:** Emphasizes the importance of a good record-keeping system, discusses the various journals used in business and how long to keep records.
- **Understanding Financial Statements:** Discusses the income statement, statement of owner's equity and the balance sheet, how to create and use these documents when making business decisions.

*This institution is an equal
opportunity provider and employer.*

CLASS OFFERING

WHEN:

Every Tuesday and Thursday
February 20th—March 22nd, 2018

TIME:

1:00 p.m.—4:00 p.m.

WHERE:

OSU Endeavor Center
1864 Shyville Road
Piketon, Ohio 45661

FEE: \$15

Registration Deadline is

Friday, February 9th, 2018



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*Put Our Experience to
Work For You or Your Business!*