



**WAUBONSEE**  
COMMUNITY COLLEGE

## Small Business Workshops – Online, On-Demand, No Cost

### HR Basics for Small Business – Part 1

Topics covered include:

- Hiring, onboarding and exiting employees
- Job descriptions
- Job pricing and compensation
- Employee development and performance
- Employee engagement

[Register](#)

### HR Basics for Small Business – Part 2

Topics covered include:

- Policies and practices
- Benefits
- Time tracking and payroll
- Employee Records
- HR Compliance, Mistakes and options

[Register](#)

### Understanding Commercial Leasing

Topics covered include:

- Monthly rent expense
- Buildout, maintenance and repair
- Assignment and subleasing
- Options
- Insurance and indemnity
- Code and Environmental Compliance
- Negotiating a lease

[Register](#)

### Managing Your Business by the Numbers

Learn how to create a detailed financial forecast, for:

- The financial portion of your business plan
- Loan applications
- Planning future revenue and costs

This workshop includes both a blank and example forecasting template for your reference.

[Register](#)

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[waubonsee.edu/SBDC](http://waubonsee.edu/SBDC) (630) 906-4143 [sbdc@waubonsee.edu](mailto:sbdc@waubonsee.edu)