BUSINESS EDUCATION WORKSHOPS

(WEDNESDAYS & FRIDAYS)

JUNE 2019

DATE

6/5 *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.

6/7 IS YOUR BUSINESS IN COMPLIANCE WITH THE CITY'S WAGE AND SICK LEAVE ORDINANCE?

9:30 to 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)

Did you know that the minimum wage in Chicago will increase to $13 per hour on **July 1, 2019**? Learn which employers and workers are affected by the Minimum Wage and Paid Sick Leave Ordinance, how employers can calculate sick leave, and what is required to abide by the ordinance.

6/12 OVERVIEW OF WORKPLACE HARASSMENT & DISCRIMINATION

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

Presented by Charles Krugel, a Management Side Labor, Employment and Human Resource Attorney

A round-table discussion with labor and employment lawyer, Charles Krugel, about all forms of workplace harassment and protected class discrimination. As a business owner, learn how to prevent, create policies, investigate, and find solutions to employee misconduct.

6/14 LOWERING CARD PROCESSING COSTS FOR YOUR BUSINESS

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

Presented by Jonathan Simon, Horizon Payments LLC

Would you like to learn how to lower an important, but often overlooked cost in your business? Unfortunately, when the majority of business owners get their credit card processing statement they do not understand what they are paying for or why. This workshop is designed to introduce you to the basics of credit card processing: industry and pricing structures, interchange fees, equipment and leases, contracts, surcharging and cash discounting, and how you can make simple changes to save your business money. Current business owners are encouraged to bring a processing statement so they can do their own analysis while new entrepreneurs will learn what to look for in a processor and equipment.

* Workshop offered once a month.

Join us for the FREE Small Business Center On the Road Expo on Thursday, June 27th from 5:00-9:00PM at 1871-theMART-222 W. Merchandise Mart Plaza #1212, Chicago. For more information go to www.ChiSmallBizExpo.com

DATE

6/19 EXECUTIVE TO ENTREPRENEUR

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

Moderated by Kenya Merritt, Chicago Chief Small Business Officer

Are you ready to make the leap from corporate executive to entrepreneurship? If you're thinking about taking this step, or have already launched your business, come and learn from experts who have transitioned from working for someone else to being their own boss.

Part of "Hear Us Roar: Women's Workshop Series"

6/21 PODCASTING 101 FOR SMALL BUSINESSES

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

Presented by Google Digital Coaches
Led by JinJa Birkenbeuel, Founder, The Honest Field Guide Podcast with Special Guests Jessica Kupferman and Elsie Ecobar, Co-Founders of She Podcasts

Learn about the benefits of a podcast for your business and how to create, record, launch and distribute a podcast. Discover the easiest platforms to launch and how to select affordable equipment to record your podcast. You will also learn about types of content formats and to how to name, brand, market, and monetize your podcast.

6/26 RECORD KEEPING, COMPLIANCE AND WINNING STRATEGY

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

Presented by Al Beheary, M.S., LUTCF, GRI, Financial & Insurance Consultants (F.I.C.)

This class will pave the way for anyone who wants to start a business endeavor or has an existing, to learn good financial habits. You will get a chance to learn how to keep your records, how long to keep them and best practices that may help you start or keep your business. Do not be victim to audits or compliance reviews. Be ready and proactive. Bring your questions, forms and paperwork and ask as many questions as you can.

6/28 TEN PRACTICAL LEGAL TIPS FOR SMALL BUSINESS SUCCESS

9:30 to 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.

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

/ChiSmallBiz @ChiSmallBiz /ChicagoBACP

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

To learn more about BACP's workshops, visit **www.chicago.gov/businessworkshops**

CHICAGO BACP BUSINESS AFFAIRS CONSUMER PROTECTION