

Workshop Schedule

July

- 5 Bookkeeping Lab (9 am-noon)
- 6 Self Employment Program Orientation (1-4 pm)
- 6 Adobe Photoshop Day 2
- 7 Business Plan Workshop - Day 1
- 8 Business Plan Workshop - Day 2
- 8 Improving Your Sales Efforts
- 9 Guerrilla Marketing
- 9 Social Media Marketing
- 12 Setting Up Your Excel Bookkeeping System
- 13 Mobile Site Development & QR Code Marketing - Day 1
- 14 One-on-One Design
- 15 The Basics of Branding
- 16 Mobile Site Development & QR Code Marketing - Day 2
- 19 Creative Customer Service
- 20 Mobile Site Development & QR Code Marketing - Day 3
- 21 Using Excel to Create Inventory Management & Cost of Goods Sold Systems
- 21 Computer Lab (6-9 pm)
- 22 Effective Creation & Use of Advertising
- 23 Blogging for Business
- 27 Microsoft Excel Basics

Creston Workshops:

- 6 SE Orientation (9 am - noon)
- 7 Business Plan Workshop
- 8 Bookkeeping Lab (10 am - 1 pm)

Kaslo/Meadow Creek Workshops:

- 7 One-on-One Marketing

August

- 3 Self Employment Program Orientation (1-4 pm)
- 4 Dreamweaver Web Design - Day 1
- 4 Business Plan Workshop - Day 1
- 5 Business Plan Workshop - Day 2
- 6 Dreamweaver Web Design - Day 2
- 6 Basic Business Etiquette
- 9 Stress Management
- 10 Twitter Marketing for Business
- 10 Company Identity Design
- 11 Computer Lab (6-9 pm)
- 12 Creating the Promotion
- 13 Beginner's Microsoft Word
- 16 Bookkeeping Lab (9 am-noon)
- 17 Desk Top Publishing with Microsoft Publisher
- 18 Implementing PayPal Ecommerce into Your Business Website (6-9 pm)
- 19 Fusion Marketing
- 20 HTML Web Design - Day 1
- 24 HTML Web Design - Day 2
- 25 Setting Up Your Manual Bookkeeping System
- 26 Marketing Lab
- 27 Website Marketing & Optimization
- 31 Computer Lab (full day)
- 31 Publicity Made Simple

Creston Workshops:

- 3 Self Employment Program Orientation (9 am - noon)
- 4 Business Plan Workshop
- 11 Bookkeeping Lab (10 am - 1 pm)
- 18 One-on-One Marketing

Arrow/Slocan Lakes Workshops:

- 23 One-on-One Marketing

September

- 2 Facebook Marketing for Business
- 7 Sales for the Timid
- 7 Self Employment Program Orientation (1-4 pm)
- 8 Business Plan Workshop - Day 1
- 9 Business Plan Workshop - Day 2
- 9 Mastering the Cold Call
- 10 Pricing for Profit
Product Based: (9 am - noon)
Service Based: (1-4 pm)
- 13 Bookkeeping Lab (9 am-noon)
- 14 Design Your Business' Success
- 16 Contacts & Calendars - Outlook, Gmail, Yahoo or Hotmail
- 16 Sales Management System
- 17 Castlegar One-on-One Marketing
- 17 Setting Up Your Excel Bookkeeping System
- 20 Simply Accounting - Day 1
- 21 Expression Web Design - Day 1
- 22 Bringing Your Product to Market
- 23 Simply Accounting - Day 2
- 23 Send Me Something - The Art of Being Prepared
- 24 Expression Web Design - Day 2
- 27 Marketing Lab
- 28 Organize Your Office
- 28 Computer Lab (full day)
- 30 Tips & Tricks for MS Word

Creston Workshops:

- 7 SE Orientation (9 am - noon)
- 9 Business Plan Workshop
- 16 Bookkeeping Lab (10 am - 1 pm)

Arrow/Slocan Lakes Workshops:

- 15 Coming Up With a Business Idea (10 am-noon)
- 22 Self Employment Program Orientation (9:30-noon)
- 27 Business Plan Workshop Part 1 (9:30-noon)
- 29 Business Plan Workshop Part 2 (9:30-noon)

Self Employment Program Orientation & Business Plan Workshops

Nelson Sessions:

July 6 - Self-Employment Program Orientation (1-4pm)
July 7 - Business Plan Workshop Day 1 (9am-4pm)
July 8 - Business Plan Workshop Day 2 (9am-4pm)

August 3 - Self-Employment Program Orientation (1-4pm)
August 4 - Business Plan Workshop Day 1 (9am-4pm)
August 5 - Business Plan Workshop Day 2 (9am-4pm)

Sept 7 - Self-Employment Program Orientation (1-4pm)
Sept 8 - Business Plan Workshop Day 1 (9am-4pm)
Sept 9 - Business Plan Workshop Day 2 (9am-4pm)

Creston Sessions:

July 6 - Self-Employment Program Orientation (9-noon)
July 7 - Business Plan Workshop (9am-4pm)
August 3 - Self-Employment Program Orientation (9-noon)
August 4 - Business Plan Workshop (9am-4pm)
Sept 7 - Self-Employment Program Orientation (9-noon)
Sept 9 - Business Plan Workshop (9am-4pm)
Call Erika at (250) 254-1967 for more info or to register.

Arrow/Slocan Lake Sessions:

Sept 22 - Self-Employment Program Orientation (9:30am-noon)
Sept 27 - Business Plan Workshop Part 1 (9:30am-noon)
Sept 29 - Business Plan Workshop Part 2 (9:30am-noon)
Call Kay or Wayne at (250) 265-3674 x 201 for more info or to register.

Self-Employment Program Orientation - The orientation informs potential program applicants of the criteria, application process and benefits of the Self-Employment Program. Participants will also receive an overview of Community Futures' business lending program for new and existing businesses, and a brief summary of key issues to consider when seeking funding to start or grow your business. The Orientation is a prerequisite to the Start Smart Program and the Self-Employment Program. *This session is offered free of charge to individuals who are eligible for EI or who have had an EI claim in the past three years, or parental benefits in the past five years.

Business Plan Workshop - The Business Plan Workshop will help you to prepare a comprehensive business plan prior to establishing your business. The business plan is an essential tool for you as a business owner and may also be required by investors, suppliers or financial institutions. It allows you to organize your ideas and analyze the viability of your business.

The Business Plan Workshop is a pre-requisite to the Start Smart and Self-Employment Programs and is free to qualifying individuals (see above*). For individuals without EI eligibility, the tuition fee is \$120. Funding assistance may be available for those in need.

For more information or to register, contact Community Futures at 250 352-1933.

Financial & Business Management

Bookkeeping Lab - Barb Williams - Nelson - July 5, August 16 or September 13 - 9-noon; Creston - July 8, August 11 or September 16 - 10am-1pm - When you are stuck on your bookkeeping and need a bit of help this is the class for you! Bring along your journals, receipts, deposit books, invoices, cheque book and bank statements and we will give you some individualized attention to help you to stay on track. Call to register. This class is only available to Self Employment Program clients.

Setting Up Your Excel Bookkeeping System - Barb Williams - July 12 or September 17 - In a small group setting you will receive instruction and assistance with setting up your own book-keeping system that utilizes the Microsoft Excel spreadsheet program. Excel is the perfect program when you are working with numbers and this system will automatically total your journals and produce financial statements at any time. Experience using Excel is a prerequisite for this class. Bring a clean CD or jump drive to take home a copy of the template. This class is only available to Self Employment Program clients.

Using Excel to Create Inventory Management & Pricing/Cost of Goods Sold Systems - Barb Williams - July 21 - Learn how to use the power of Excel to help you create inventory management, pricing and cost of goods sold systems that work for your business. We will look at some example systems and then spend the rest of the class creating custom spreadsheets suitable for your own businesses. Because of the hands on nature of this class, it will be limited to 4 participants. Participants must be Self-Employment Program clients who are either in retail or manufacturing and you must have basic knowledge of Microsoft Excel.

Setting Up Your Manual Bookkeeping System - Barb Williams - August 25 - You will receive instruction and assistance with setting up your own bookkeeping system using a manual journal method. Bring along your "shoebox" and we will teach you how to organize and record the information. We will also cover the manual preparation of a monthly Income Statement. Bookkeeping is a compulsory class for all new Self Employment Program clients, so enroll in either the Manual or the Excel bookkeeping class to ensure that you get your books started on the right track.

Pricing for Profit - Fiona Matthews - September 10 - Product Based Pricing (9-noon) or Service Based Pricing (1-4 pm) - An excellent workshop for entrepreneurs struggling with price or fee setting. Learn about cash flow management, competitive pricing, break-even analysis and how to determine the right price for your service or product. Participants will need to complete some pre-workshop research on costs. When you register for this class, the assignment will be forwarded to you.

Contacts & Calendars - Outlook, Gmail, Yahoo or Hotmail - Joe Karthein - September 16 - Bring your collection of business cards, sticky notes and notebooks full of chicken scratches! This course will turn that mess into a simple and effective database that you will quickly wonder how you ever lived without it. We will begin with a brief overview of the merits and faults of using each of the following systems: MS Outlook, MS Excel and various free-mail programs such as Yahoo, G-mail and Hotmail. Once you've decided what's best for you, it's data entry time. This course will not cover complex multiple user databases or MS Access. Bring your own computer if considering using Outlook.



Financial & Business Management (continued)

Simply Accounting Day 1 & 2 - Barb Williams - September 20 & 23 - Simply Accounting is the full-featured, entry-level accounting software for small businesses requiring quick setup, ease-of-use,

and payroll functionality. This two-day course will provide an opportunity to review Simply Accounting and determine its feasibility as a computerized accounting system for your business. You will learn how to set up your chart of accounts, enter company history, enter daily transactions, and perform period-end procedures. If desired, you can bring your own bookkeeping information to set up your actual books or you could practice with the sample data provided. If you are setting things up for your own business, bring a jump drive or CD to copy your company data file to take home. Pre-requisite is a solid knowledge of basic accounting procedures and terminology.

Organize Your Office - Jen Heale (NEAT) - September 28 -

An unorganized office can lead to a lot of unnecessary stress for a business owner and can reflect negatively on the business. Not having systems for your paper work is overwhelming when it's time to pay bills, invoice, do book-keeping, taxes, or simply find specific information. Being a business owner is stressful enough, don't make it harder than it already is. We all feel too busy to take the time to organize but the reality is it takes more time when we are not organized. This workshop will give you tools to keep your paper under control. You will work with the instructor to set up your own customized filing system for your business - a must for every business owner! Participants must bring: 1. Their business files or papers (no more than a box) to have an idea of what files to create. (If you are just starting we will start from scratch.) 2. A box of legal/letter size hanging files 3. A package/box of manila files, 4. A bankers box or plastic file box (to hold files). *All of these supplies can be purchased at an office supply store or department store.

Marketing & Sales

Improving Your Sales Efforts - Chris Holland - July 8 - The success of your business is dependent on how well you are marketing and selling your products and services. This workshop is to help improve and grow your sales efforts, without driving you crazy. We will use fun and easy to follow steps and methodologies to make sure you are maximizing your sales endeavours. This class is an excellent opportunity to review and update your sales department or to overcome any obstacles you might be facing.

Guerrilla Marketing - Bruce Lacroix - July 9 - A workshop that is full of low-cost, no-cost marketing strategies. Guerrilla Marketing relies on your time, energy and imagination rather than your bottomless marketing budget!

One-on-One Design - Brad Steele - July 14 - This is an optional one-on-one appointment for a project critique or a little extra one-on-one help from our Graphic Design instructor, Brad Steele. A perfect follow up to Designing Promotional Materials, Adobe Illustrator, Design Your Business' Success or Company Identity Design. This class is available for Self-Employment Program clients only. Appointment time must be pre-scheduled, call Janeen @ 250 352-1933 x100.

The Basics of Branding - Chris Holland - July 15 - Branding is the face you give your company. It is how your customers recognize your products, and should represent what you want people to think about your business, in a 3 second period. Many small businesses feel overwhelmed by the academics of branding. In this course we will examine the Basics of Branding - the key details that are most important in establishing a brand that is representative of your business, vision, service and products. We will discuss how to effectively use your brand to get the most bang for your buck, and to find a brand the represents you.

Creative Customer Service - Jan Wright - July 19 - In today's volatile economy, providing excellent customer service can make the critical difference in the success of your business. This dynamic, idea-packed workshop will help you gain the competitive edge with your customers.

Effective Creation & Use of Advertising - Chris Holland - July 22 - To effectively create and use advertising you must have an understanding of the process that is involved. This process requires you to recognize what your advertising needs are and make sure you are prepared. This workshop will go over the many opportunities available to you and help create an annual advertising strategy. We will also investigate different methodologies such as ADIA, Three Step Rule and Fusion.

One-on-One Marketing - Pamela Clausen - Kaslo-Meadow Creek - July 7; Creston - August 18; Arrow-Slocan Lakes - August 23; Castlegar-Salmo - September 17 - This is your chance to get some one-on-one marketing assistance focused solely on your business. Learn techniques and ideas that tap into your target market and develop timelines for implementing your new strategies. These appointments are exclusively for Self-Employment Program clients. Appointment time must be pre-scheduled with Pamela, ext. 104.

Basic Business Etiquette - Bruce Lacroix - August 6 - Manners have made a big comeback in the business world. Those subtle but so important behaviors that our grandmother's generation knew and practiced have not really changed much. But without them, you could inadvertently be damaging your business or career. We will cover various topics such as: business introductions, gender issues, grooming and dress, etiquette in meetings and conferences, communications do's and don'ts, body language, mastering the business meal and more.

Company Identity Design - Brad Steele - August 10 - This workshop allows small business owners to design their own company logo based on the following process: design principles / ideation / critique / creative concepts / typography / colour theory and file formats.

Marketing & Sales (continued)

Creating the Promotion - Chris Holland - August 12 - BAM!!! Promotion is the art of getting attention. Running a promotion can be a cost effective means of generating awareness of your business...IF you apply this simple formula: have fun, be creative, and work smart with others. This course will outline the steps to running a successful promotion, starting from the idea, then putting it into action and communicating with the media and your customers. From start to finish, you will learn the process and create your own personalized promotion. Maximum 6 people.

Fusion Marketing - Chris Holland - August 19 - Fusion Marketing is working in a collaborative way with other businesses for mutual profitability. This course will look at the theoretical and practical uses of Fusion Marketing and focuses on the best methods for each individual venture. This workshop includes hands-on instruction on how to find your best fusion. The goal of the course is to start thinking about working with others and setting up a strategy that can be implemented without further assistance. Attendees will walk away from the class with an individualized prospect list, and clear action plan to implement immediately.

Marketing Lab - Chris Holland - August 26 or September 27 - pre-booked appointments times - These labs are designed to help you with your marketing plans. During this time there will be a Marketing Professional on hand to help you with any obstacles you may be experiencing or provide you with direction. From making your sales more efficient to finding the best methods to promote your business, this lab will help you with your specific needs. To be prepared for this lab, bring down any materials you need assistance with or questions that you would like answered. These appointments are exclusively for Self-Employment Program clients. Appointment time must be pre-scheduled, call Janeen @ 250 352-1933 x100.

Publicity Made Simple - Chris Holland - August 31 - Getting publicity for you and your business is one of the most powerful, yet cost effective promotional tactic you can learn. The rules are simple and straight forward, and conventions must be followed to achieve success, but the pay off is well worth the effort. There are many ways to increase your publicity, and the more creative you can be, the more response you will most likely get. This workshop will cover the basics of publicity, what it is, why you should use it, and how to get it. We will go over the most important tool when communicating with the media: the Press Release, and how to use it in a timely, effective manner.

Sales for the Timid - Bruce Lacroix - September 7 - This interactive workshop will help you to overcome difficulties you may have selling your product or your service. Together, this class will explore: how to sell anything to anyone, what selling really is, why "price" doesn't matter, tips on speaking up, 10 sales tips for those uncomfortable selling, how to close a sale and get the money and more! Minimum 8 people.

Mastering the Cold Call - Chris Holland - September 9 - It is easier than you think. "Sales Calls" have been surrounded by myths that have intimidated and stumped many people. Fear, procrastination and worry are some of the main reasons why people hesitate to make a "Sales Call". This workshop will break down the myths, fears and obstacles, helping you to make successful and fun sales.

Design Your Business' Success - Brad Steele - September 14 - A one day class to illustrate the value of design in business and how it can influence consumer decisions. Learn how design can position your company in the correct market segment. Learn how design can communicate your business' core fundamentals, unique selling proposition (USP) and product/service offerings. Learn how to understand your target audience and the current market environment and how to communicate to, and design for them. Learn how design facilitates creating an emotional response and builds a relationship with your potential customers through effective use of type, colour and layout.

Sales Management System - Chris Holland - September 16 - Understanding how to sell is vital for your business. Knowing your target market, tracking prospects and clients, understanding your sales cycles and having an effective sales system will help efficiently manage sales activities while allowing you to focus on your business's success. This workshop will help you to understand and effectively sell.

Bringing Your Product to Market - Joe Karthein - September 22 - "Bringing Your Product to Market" gives you an insider's perspective on the complex distribution channels used by manufacturers in supplying retailers. Instructor, Joe Karthein, spent years working in the food industry as a sales broker assisting small and medium-sized businesses expand their businesses and develop their marketing plans. This workshop will help you and your business avoid costly mistakes by providing a thorough understanding of what's involved in bringing a manufactured product to market. Retailers can benefit as well by learning what happens behind the scenes so that they can take advantage of opportunities that are often hidden from smaller retailers.

Send Me Something: The Art of Being Prepared - Chris Holland - September 23 - Throughout the operation of a business, one may be requested to submit something, show interest or send more information. When you hear the words "Send Me Something" this usually means there is interest in your business, so your response is important. Your businesses perception is represented in the quality of your response and the timely manner in which it is delivered. This course will help you to be prepared and confident to "Send Something" that will work.

Get your nominations in by September 17th!

2010 Community Futures Client Recognition Awards

Nomination forms available at www.futures.bc.ca



Personal Development

Stress Management - Jan Wright - August 9 - You're a small business owner - of course you have stress! Attend this workshop and learn practical and relevant ways of dealing with the stress in your life.

Coming Up With A Business Idea - Kay Ryan-Schweitzer & Wayne Schweitzer - September 15 (10 am—noon) - Nakusp Outreach Office- Do you think that you would like to start a business but just can't think of an idea? Come to this workshop and learn what it takes to be an entrepreneur and discover ways you can come up with a business idea that interests you! This is a **FREE** workshop, but you must pre-register to reserve your seat. Call Kay or Wayne at (250) 265-3674 x 201 for more information or to register.

Computer Based Workshops

Adobe Photoshop Day 1 & 2 - Brad Steele - June 29 & July 6 - This two day class will cover the basic Photoshop menus and tools so that students can effectively size, crop, colour correct and photo edit their photos and scans for use in printed promotional materials, screen presentations and web sites. Other topics included will be: duotones, photo collages, illustration, masks, and more.

Social Media Marketing - Sharron Swan - July 9 - In this workshop participants will learn about a new form of internet marketing which helps to build branding and marketing communication with customers and potential customers through the participation in various social media networks". Now phrased as 'Word of Mouse' marketing, we will be exploring Twitter, FaceBook, YouTube, Del.icio.us, StumbleUpon, LinkedIn, Digg and Reddit.

Mobile Website Development & QR Code Marketing Day 1, 2 & 3 - Sharron Swan - July 13, 16 & 20 - Based on the sales of SmartPhones and Mobile Devices in 2009, 2010 is predicted to see the greatest growth in the number of mobile surfers. How does your business website look on a BlackBerry, Android, iPhone or SmartPhone? Can a potential mobile surfer easily navigate and read your content? Mobile surfers look for quick relevant business information or they are GONE! In this workshop, you WILL develop a mobile website for your business website! Please visit <http://pcde.mobi> to see an example of what you will be building. HINT: If you are browsing this web site using a computer, go to <http://iphonetester.com/> and type in the above mobile web site to see how it will appear to a mobile surfer. Prior to this class, use the above mobile site as a guide to decide what content & images your mobile site will contain.

Bloggng for Business - Sharron Swan - July 23 - Learn how to setup a BLOG, add postings, market your BLOG and use it as a business social networking tool. In this workshop you will be setting up a Business BLOG for your business, bring photos/ business logos etc.

Microsoft Excel Basics - Sharron Swan - July 27 - Here is your opportunity to learn how to put the power of spreadsheets to work for you. The expert guidance of our program instructor will help you understand and develop potential applications for spreadsheets. Intro to Computers is a pre-requisite. Please note this workshop uses MS Office 2007.

Dreamweaver Web Design - Sharron Swan - August 4 & 6 - Design your web page using Adobe Dreamweaver. Dreamweaver makes it easy to create web sites that work better across browsers, simplifying deployment and maintenance. Use Dreamweaver to generate elegant, modern CSS layouts with state-of-the-art design tools. You can directly manipulate positioning, sizing, margins and padding; a sophisticated CSS rendering engine inside gives you the confidence to make design decisions on the fly. Dreamweaver offers some wonderful tools for web site development and it's easy to learn and use. Bring along photos, logos and site content to work on.

Twitter Marketing for Business - Sharron Swan - August 10 - Discover how to use Twitter as a social networking tool for your business. Learn how to build your brand and increase business opportunities through social media networking in Twitter. In this workshop you will be setting up a Twitter account for your business, bring photos/business logos etc.

Computer Lab - Sharron Swan - Evening lab: 6-9pm on July 21 or August 11 - Full day labs: August 31 or September 28 - Here is your opportunity to bring a project or software problem to the computer lab and work on it with the expert guidance of our program instructor. Take advantage of the resources of the Training Centre and our Internet connection. Pre-registration is required. A basic knowledge of computers and the software that you intend to use are necessary to take part in this workshop.

Beginner's Microsoft Word - Sharron Swan - August 13 - New to a Computer? Maybe you have been introduced to a computer but you need to learn the "basics" of word processing. Simple tasks that save a huge amount of time are a mystery to a new user. Learn tips that will get you producing top quality written documents in no time flat! Please note this workshop uses MS Office 2007.

Desktop Publishing with Microsoft Publisher - Sharron Swan - August 17 - A valuable skill for the new business owner! Learn how to create your own ads, brochures and flyers. Intro to Computers is a pre-requisite for this course. Bring along a draft project to work on that day. Please note this workshop uses MS Office 2007.

Coming soon . . .

2010 Community Futures Client Recognition Awards

Computer Based Workshops

Implementing PayPal E-Commerce into Your Business

Website - Sharron Swan - August 18 - (6-9pm) - Are you a business owner wanting to accept payments online without the huge setup fees and vast knowledge required to implement this feature in your online business? PayPal is a reputable payment gateway that makes implementing online payments very easy! No advanced programming skills are required and you can be up and running in no time, accepting payments with all major Credit Cards in both US and Canadian dollars. No monthly fees – no setup fees – no cancellation fees! Transaction fees: 1.9% to 2.9% + \$0.30 USD. Attend this workshop to learn more about implementing PayPal into your online business!

HTML Web Design Day 1 & 2 - Sharron Swan - August 20 & 24

- This workshop covers the creation of web sites from scratch using HTML coding techniques. The coding is easy to learn and you can begin programming in less than a day! Learn how to set up a site with multiple pages for efficient navigation by site users. Advanced HTML techniques, including the use of tables will also be covered. Bring along photos, logos and site content to work on. Basic computer skills are a prerequisite for this workshop.

Web Site Marketing & Optimization - Sharron Swan - August 27

- For the customer, finding your web site is like looking for a needle in a haystack. Unless your site is coming up in the top 10 in search engines...forget about it! We'll analyze your site and learn ways to optimize your site's visibility with proper tagging and search engine registrations. Web Design is a pre-requisite for this course as well as having a live web site.

Facebook Marketing for Business - Sharron Swan -

September 2 - Find out how to market your business using Facebook and a variety of tools and techniques! Learn how to build your brand and increase business opportunities through social media networking in Facebook. In this workshop you will be setting up a Facebook account for your business, bring photos/business logos etc.

Expression Web Design, Day 1 & 2 - Sharron Swan -

September 21 & 24 - Design your web page using Microsoft Expression Web. Expression Web makes it easy to create web sites that work better across browsers, simplifying deployment and maintenance. Use Expression Web to generate elegant, modern CSS layouts with state-of-the-art design tools. You can directly manipulate positioning, sizing, margins and padding; a sophisticated CSS rendering engine inside gives you the confidence to make design decisions on the fly. Expression Web offers some wonderful tools for web site development and it's easy to learn and use. Bring along photos, logos and site content to work on. Expression Web replaces Microsoft's Front Page web design software.

Tips & Tricks for Microsoft Word - Sharron Swan -

September 30 - Learn shortcuts, tips and tricks to make the world of word-processing go more quickly and smoothly. Microsoft Word for Beginners or previous experience using MS Word is a pre-requisite for this workshop. This workshop used MS-Word 2007.

Do you know a deserving business that's been helped Community Futures?

2010 Community Futures Client Recognition Awards

Nomination forms available at www.futures.bc.ca



General Information on Community Futures Workshops

Class times: 9 am to 4 pm, unless otherwise indicated

Location: 201 - 514 Vernon Street (at Ward)

Parking: Nelson Parkade (beside Hume Hotel at Vernon and Ward)

Tuition Fees: \$75/full day \$40/half day Open lab fees: \$40/full day \$20/half day Loans clients: 1/2 price

Registration: Registration is required for all courses and labs. **Please book at least 3 business days in advance.**

Video Conference Registration: Register and pay in advance through www.smallbusinessbc.ca/seminars or Community Futures Current SE Clients will be eligible for reimbursement.

Cancellation: We require 3 business days' notice, or tuition may be retained.

*The two-day Business Plan Workshop is free to individuals receiving EI or those who have had a claim in the last 3 years (5 years parental).

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