## Business Training Events

### May – August 2015

**Mohawk Valley Small Business Development Center**

![Business Training](image)

**Title** | **Date & Time** | **Location**
---|---|---
QuickBooks Training | May 12 and 14, 6:00 pm – 8:30 pm | MV SBDC @ SUNY Polytechnic Institute Kunsela Hall Rm B232

### Opening Doors to Government Contracting

Key information, resources and practical advice on how to do business with federal, state, and local agencies. **New this year: Speed Networking** session with government and private industry buyers! Presented by the SBA, Mohawk Valley SBDC, NYS Women’s Business Center, North Country PTAC, and Utica SCORE.

- Fee: $15 (Continental breakfast included)
- Register by May 29: (315) 733-9848

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<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>June 9, 2015</td>
<td>8:30 am - Registration 9:00 pm - Noon</td>
<td>SUNY Polytechnic Utica, NY Student Center</td>
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<tr>
<td>June 10, 2015</td>
<td>8:30 am – 11:00 am 11:30 am – 2:00 pm 2:30 pm – 5:00 pm</td>
<td>SUNY Polytechnic Utica, NY Kunsela Hall</td>
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<tr>
<td>June 17, 2015</td>
<td>8:30 am – 11:00 am 11:30 am – 2:00 pm 2:30 pm – 5:00 pm</td>
<td>Directions &amp; Map: [<a href="http://www.sunyit.edu/">www.sunyit.edu/</a> directions](<a href="http://www.sunyit.edu/">http://www.sunyit.edu/</a> directions)</td>
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### Small Business Basics Series

In-depth course giving you all the tools you need to operate your business successfully.

- **Checklist for Business** - A comprehensive review of the details of a new business: human resource issues, legal entity, licenses, zoning, signs, merchandising, networking.
- **Marketing for Small Business** – From the traditional to new social media strategies;
- **NEW!** **Human Resources/Legal** – Recruitment, hiring, compliance, and many more HR topics
- **Small Business Recordkeeping** - An overview of accounting requirements and the practical application of accounting in business operations. State and federal tax requirements.
- **Funding Your Project: Fact vs. Fiction** - Summary of loan programs, qualifications, sources of financing, and financial projections.
- **Building the Business Plan** - How to construct the business plan and its value.

(Select individual topics or the entire series.)

- Fee: $125 for the two-day course or $25 per individual session – Refreshments included
- Pre-registration required. Call SBDC @ 792-7547 or email palazzp@sunyit.edu

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### The Professional Series – Training for Established Small Businesses

- **What Small Business Should Know About Public Relations**

- Fee: $10 – Light refreshments included.
- Pre-registration required. Call (315)792-7547 or email palazzp@sunyit.edu

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<tr>
<td>August 26</td>
<td>3:30 pm – 5:00 pm</td>
<td>SUNY Polytechnic Kunsela Hall Room A-225</td>
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### Greater Utica Chamber of Commerce Small Business Council Lunch & Learns*

- **Outgrowing Microsoft Access: Scaling Your Business Data**
- **Farm to Table**
- **Constant Contact**

- Fee: $15 To register, call 724-3151: [info@greateruticachamber.org](mailto:info@greateruticachamber.org)

*To download the latest complete schedule with changes/updates, go to: [www.sunyit.edu/sbdc/](http://www.sunyit.edu/sbdc/)

*The Greater Utica Chamber Small Business Council Partnership is comprised of representatives from local economic development groups, banks, educational institutions, small businesses, and others.