



## Small Business Development Center Offerings

### Business Fundamentals

<b>Feb. 12, 2013</b>	09:30 am to 12:30 pm	Beckley, WV
<b>Feb. 12, 2013</b>	09:00 am to 12:00 pm	Wheeling, WV
<b>Feb. 12, 2013</b>	09:00 am to 12:00 pm	Winfield, WV
<b>Feb. 19, 2013</b>	10:00 am to 01:00 pm	Weirton, WV
<b>Feb. 21, 2013</b>	09:00 am to 12:00 pm	Charleston, WV
<b>Feb. 21, 2013</b>	09:00 am to 11:00 am	Berkeley Springs, WV
<b>Feb. 26, 2013</b>	09:00 am to 12:00 pm	Parkersburg, WV
<b>Feb. 26, 2013</b>	09:00 am to 12:00 pm	Morgantown, WV
<b>Feb. 26, 2013</b>	01:30 pm to 03:30 pm	Kearneysville, WV
<b>Mar. 07, 2013</b>	09:00 am to 12:00 pm	Spencer, WV
<b>Mar. 12, 2013</b>	09:30 am to 12:30 pm	Beckley, WV
<b>Mar. 12, 2013</b>	09:00 am to 12:00 pm	Wheeling, WV
<b>Mar. 12, 2013</b>	09:00 am to 12:00 pm	Winfield, WV
<b>Mar. 19, 2013</b>	10:00 am to 01:00 pm	Weirton, WV
<b>Mar. 21, 2013</b>	09:00 am to 12:00 pm	Charleston, WV
<b>Mar. 21, 2013</b>	09:00 am to 11:00 am	Martinsburg, WV
<b>Mar. 26, 2013</b>	09:00 am to 12:00 pm	Parkersburg, WV
<b>Mar. 26, 2013</b>	09:00 am to 12:00 pm	Parkersburg, WV
<b>Mar. 26, 2013</b>	09:00 am to 12:00 pm	Morgantown, WV
<b>Mar. 26, 2013</b>	09:30 am to 12:30 pm	Huntington, WV
<b>Mar. 26, 2013</b>	09:30 am to 11:30 am	Berkeley Springs, WV
<b>Apr. 09, 2013</b>	01:00 pm to 04:00 pm	Ronceverte, WV
<b>Apr. 10, 2013</b>	09:00 am to 12:00 pm	Summersville, WV
<b>Apr. 30, 2013</b>	09:00 am to 12:00 pm	Morgantown, WV

Business Fundamentals is designed specifically for people who are thinking of starting a business, or have had a business for one year or less. The workshops provide essential information on what an entrepreneur needs to know to start a business successfully. Preregistration is required as seating is limited. Cost is \$35. To register, go to the [SBDC Training Events](http://www.wvsbdc.org) calendar on the WV Small Business Development website, [www.wvsbdc.org](http://www.wvsbdc.org). Or contact the Business Ask Me! line at 888-982-7232 or [askme@wv.gov](mailto:askme@wv.gov).

To register for the events listed, call the number, click on the email, website or the event title for a direct link.

**SBA  
West Virginia District  
Office**

320 West Pike Street  
Suite 330  
Clarksburg, WV 26301  
(304) 623-5631

**SBA  
Charleston Branch  
Office**

405 Capitol Street  
Suite 412  
Charleston, WV 25301  
(304) 347-5220

[www.sba.gov/wv](http://www.sba.gov/wv)

[wvinfo@sba.gov](mailto:wvinfo@sba.gov)

If you have items or events to add, please send them to:  
[nikki.bowmar@sba.gov](mailto:nikki.bowmar@sba.gov).

## Women's Business Center Offerings

For a full list of training opportunities offered by the WV Women's Business Center, visit-  
[www.westvirginiawbc.org/](http://www.westvirginiawbc.org/)

### [Marketing Your Business on the Internet](#)

**Feb. 20, Mar. 20, Apr. 17, May 15, 2013**

\$99

Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you'll discover proven methods that will help you establish an Internet presence and build an online brand identity. You'll learn how search engine optimization (SEO) works and how to track your site's performance using Web analytics.

### [Navigating the Internet](#)

**Feb. 20, Mar. 20, Apr. 17, May 15, 2013**

\$99

Become net-savvy in six short weeks! Learn where the Internet came from, what makes it tick, and where it's headed. Learn advanced search techniques so that you'll be able to find fast answers to virtually any question.

### [Mastering Public Speaking](#)

**Feb. 20, Mar. 20, Apr. 17, May 15, 2013**

\$99

You can become an effective public speaker! In this fun and hands-on course, you'll find out how to talk confidently and persuasively to both large audiences and small groups.

### [Introduction to Microsoft Excel 2010](#)

**Feb. 20, Mar. 20, Apr. 17, May 15, 2013**

\$99

Do you work with numbers? Then you need to master Microsoft Excel 2010—and this is the place to do it. Even “non-techie” beginners will find it easy to learn Excel in this fun, step-by-step online course.

### [Introduction to Microsoft Powerpoint 2007](#)

**Feb. 20, Mar. 20, Apr. 17, May 15, 2013**

\$99

Learn how to use Microsoft PowerPoint 2007-- the best presentation program on the market today. This version of PowerPoint is very different from previous versions because of its new interface in which a Ribbon replaces the menu bar and toolbars.

### [Small Business Marketing on a Shoestring](#)

**Feb. 20, Mar. 20, Apr. 17, May 15, 2013**

\$99

When it comes to marketing for small businesses, money isn't everything! In this course, you'll learn how to use the same marketing tricks the big companies employ—without making a big dent in your wallet.

### [Computer Skills for the Workplace](#)

**Feb. 20, Mar. 20, Apr. 17, May 15, 2013**

\$99

Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees with the skills and knowledge to send messages across the country via e-mail; use a spreadsheet to create a graph and paste it into a report; add and edit data in a database; understand the implications of file sizes, memory limitations, and network arrangements; and recognize the function and features of modern computer components.

## **The U.S. Small Business Administration offers free web-enabled instructor-led training sessions to eligible small businesses**

Small businesses who are eligible in the topics below can register at [sbaworkshops.stoverteam.com](http://sbaworkshops.stoverteam.com) or contact Phyllis Embree or Chris Strudthoff at [sbaworkshops@stoverteam.com](mailto:sbaworkshops@stoverteam.com) or call 770-423-9888. [Click here](#) to register.

### **Marketing and Capture Management**

Feb. 19 & 20, 2013                      Online Course                      1:00 - 4:00 pm

### **Financial Management for Government Contractors**

Feb. 21 & 22, 2013                      Online Course                      1:00 - 4:00 pm

### **E-Commerce and Internet Business Strategies**

Feb. 25 & 26, 2013                      Online Course                      1:00 - 4:00 pm

### **Proposal Preparation**

Feb. 27 & 28, 2013                      Online Course                      1:00 - 4:00 pm

### **Construction Project Management**

Mar. 4 & 5, 2013                      Online Course                      1:00 - 4:00 pm

### **Marketing and Capture Management**

Mar. 18 & 19, 2013                      Online Course                      1:00 - 4:00 pm

### **Construction Contracting**

Mar. 20 & 21, 2013                      Online Course                      1:00 - 4:00 pm

### **Financial Management for Government Contractors**

Mar. 25 & 26, 2013                      Online Course                      1:00 - 4:00 pm

### **Federal Contracting and Government Contract Management**

Mar. 27 & 28, 2013                      Online Course                      1:00 - 4:00 pm

## **Selling to Uncle Sam**

Every year, the U.S. government spends billions on products and services. Don't miss out on the important potential marketing for your small business. Sessions are free and you can register at [www.wvscore.org](http://www.wvscore.org) or call 304-347-5220.

### **Marketing to Primes & Agencies**

Feb. 21, 2013                      Online Course

### **Improving Your Marketing Materials**

Mar. 21, 2013                      Online Course

### **Certifications in Government Contracting**

Apr. 18, 2013                      Online Course

### **Register Your Veteran Owned Business**

May 16, 2013                      Online Course

### **Is a GSA Schedule for You?**

Jun. 20, 2013                      Online Course

## Raising Your Credit Score

Credit scores are used by employers and insurers, as well as lenders, to gauge your level of responsibility. Rightly or wrongly, your credit score has a major impact on your financial life. Crystal Kudlak of Apprisen, Consumer Credit Counseling Service, will share how to get your credit report for no cost, how to read your credit report, disputing errors, and simple steps you can take to rebuild your good credit. Crystal will also take time to speak with attendees individually in short, one-on-one sessions right after the workshop.

### Raising Your Credit Score

<b>Feb. 26, 2013</b>	Spencer, WV	02:00 - 3:00 pm
<b>Mar. 26, 2013</b>	Mt. Hope, WV	12:00 - 1:00 pm
<b>Apr. 25, 2013</b>	Craigsville, WV	12:00 - 1:00 pm

## Upcoming Exporting Webinars and Seminars

Learn how your company can tap into the Global Marketplace! The Commerce Department is offering a series of webinars on the basics of exporting and business opportunities in foreign markets. To register, and for more information, select the event title listed below or call 304-347-5123 or 304-243-5493.

### Business Opportunities in Hong Kong Webinar - \$35

Tuesday, February 19, 2013, 9 a.m to 10 a.m.

### Business Opportunities in Hong Kong Webinar - \$35

Tuesday, March 5, 2013, 9 a.m to 10 a.m.

### WV District Export Council Export Management Course - \$250

Spread over 5 Friday night/Saturdays during January—April, 2013

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The [Small Business Administration](#) provides small business counseling and training through a variety of programs and resource partners, located strategically around the country.

### Women's Business Centers (WBCs)

Women's Business Centers represent a national network of nearly 100 educational centers designed to assist women start and grow small businesses. WBCs operate with the mission to level the playing field for women entrepreneurs, who still face unique obstacles in the world of business. WBCs also work with male entrepreneurs so contact them for assistance if you are in their area. The West Virginia WBC also excels in training, both online and instructor-led. Check out their web site at [www.westvirginiawbc.org](http://www.westvirginiawbc.org).

### SCORE

The SCORE Association (Service Corps of Retired Executives) is a resource partner of the SBA dedicated to entrepreneur education and the formation, growth and success of small businesses nationwide. There are more than 10,500 SCORE volunteers in 374 chapters operating in over 800 locations who assist small businesses with business counseling and training. SCORE also operates an active online counseling initiative. For West Virginia's SCORE locations, go to [www.wvscore.org](http://www.wvscore.org).

### West Virginia Small Business Development Centers (WVSBDCs)

The Office of Small Business Development Centers (SBDC) provides management assistance to current and prospective small business owners. SBDCs offer one-stop assistance to individuals and small businesses by providing a wide variety of information and guidance in central and easily accessible branch locations. The program is a cooperative effort of the private sector, the educational community and federal, state and local governments and is an integral component of Entrepreneurial Development's network of training and counseling services. In West Virginia, go to [www.wvsbdc.org](http://www.wvsbdc.org) for more information and office locations.

*The SBA listing of these events is not an endorsement of the views, opinions, products or services of any cosponsor, person or entity. The mission of the SBA is to aid, counsel, assist and promote the interests of small businesses by providing financial, procurement and business development assistance and advocating on their behalf within the government. All SBA programs are extended to the public on a non-discriminatory basis.*