



Small Business Training Opportunities in WV

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

wvinfo@sba.gov

If you have items or events to add, please send them to:
richard.haney@sba.gov.

Business Fundamentals

Sept. 20, 2012	1 pm to 4 pm	Ronceverte, WV
Sept. 20, 2012	5 pm to 7 pm	Martinsburg, WV
Sept. 20, 2012	1 pm to 4 pm	Glenville, WV
Sept. 21, 2012	9:30 am to 12:30 pm	Huntington, WV
Sept. 25, 2012	9 am to 12 pm	Charleston, WV
Sept. 25, 2012	9 am to 12 pm	Morgantown, WV
Sept. 25, 2012	10 am to 1 pm	Weirton, WV
Sept. 25, 2012	9:30 am to 11:30 pm	Berkeley Springs, WV
Oct. 2, 2012	9 am to 12 pm	Charleston, WV
Oct. 9, 2012	12 pm to 3 pm	Salt Rock, WV
Oct. 16, 2012	9 am to 12 pm	Spencer, WV
Oct. 16, 2012	9:30 am to 12 pm	Beckley, WV
Oct. 17, 2012	1 pm to 4 pm	Summersville, WV
Oct. 19, 2012	9:30 am to 12:30 pm	Huntington, WV
Oct. 25, 2012	11 am to 2 pm	Mt. Gay, WV
Oct. 25, 2012	1 pm to 4 pm	Ronceverte, WV
Nov. 8, 2012	9 am to 12 pm	Charleston, WV
Nov. 13, 2012	9:30 am to 12 pm	Beckley, WV
Nov. 13, 2012	9 am to 12 pm	Winfield, WV
Nov. 13, 2012	10 am to 1 pm	Point Pleasant, WV
Nov. 14, 2012	1 pm to 4 pm	Summersville, WV
Nov. 15, 2012	1 pm to 4 pm	Ronceverte, WV
Nov. 16, 2012	9:30 am to 12:30 pm	Huntington, WV
Dec. 4, 2012	9:30 am to 12 pm	Beckley, WV
Dec. 4, 2012	9 am to 12 pm	Charleston, WV
Dec. 6, 2012	11 am to 2 pm	Mt. Gay, WV
Dec. 12, 2012	1 pm to 4 pm	Summersville, WV
Dec. 18, 2012	1 pm to 4 pm	Ronceverte, WV
Dec. 18, 2012	9 am to 12 pm	Spencer, WV
Dec. 21, 2012	9:30 am to 12:30 pm	Huntington, 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](#) calendar on the WV Small Business Development website, www.wvsbdc.org. Or contact the Business Ask Me! line at 888-982-7232 or askme@wv.gov.

[Cold Calling: Make the Most of Your Prospecting](#)

Sept. 26, 2012

9 am to 12 pm

Oakland, PA

Stop procrastinating and start prospecting! Master the approach call, referrals, networking, and communication skills to supercharge your sales. Part one of three in the "Sales Series", attend each individually for \$45 or all three for \$120. Call 412-396-1633 or email Hughesc@dug.edu to register or for more information.

[Technology Commercialization Event](#)

Sept. 27, 2012

9 am to 3:30 pm

Oakland, PA

The TCOMM Event is a fast-paced, interactive conference designed for small businesses and innovators who want to create and commercialize new technologies. Hear from a panel of proven entrepreneurs who will share their secrets of success. Have lunch with a technology expert, a successful entrepreneur or even a lawyer that can help answer your questions. Cost is \$25. Call 412-396-1633 or email Hughesc@dug.edu to register or for more information.

[Extraordinary Customer Service](#)

Oct. 1, 2012

Online Course

Beckley, WV

Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Through this course you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. Cost is \$145. Go to www.westvirginiawbc.org or call 304-253-3145 to register or for more information.

[Marketing Using Social Media](#)

Oct. 1, 2012

Online Course

Beckley, WV

Develop a two-way communication and marketing strategy for your organization using social media. Let your instructor guide you in exploring major social media, including Twitter, LinkedIn, and blogging. You will find out the advantages and disadvantages of each, and learn that's right for your work and type of organization. Cost for this online course is \$195. To register or for additional information, go to www.westvirginiawbc.org or call 800-766-4556.

[Encore Entrepreneur Mentor Day Resource Fair](#)

Oct. 2, 2012

5:30 pm to 7:30 pm

Charleston, WV

Anyone who is currently in business, or thinking about starting a business, will be able to find the right resource at this free, one-stop small business event. SBA's Small business specialists, SCORE Counselors and AARP'S West Virginia Office will be on hand to meet one-on-one with encore' entrepreneur's wanting to start or grow a business. Call 304-347-5220, go to wvencoreentrepreneurs.eventbrite.com or email kimberly.donahue@sba.gov to register or for more information.

[Managing Customer Service](#)

Oct. 2, 2012

10 am to 12 pm

Hinton, WV

Customers are the mainstay for every business, every employee of every business should strive for perfect customer service. Learn what the customer expects and the three attitudes of effective customer service. Cost is \$45, (discount for 2 or more from the same company). Go to www.westvirginiawbc.org or call 304-253-3145 or register or for more information.

[Building Bridges for Business](#)

Oct. 9, 2012

Pittsburgh, PA

This franchising event is dedicated to providing entrepreneurs with all the important tools

needed to start a successful business opportunity. Meet with business owners, emerging entrepreneurs & potential customers, one-on-one. Go to www.buildingbridgesforbusiness.org or call 412-475-9010 to register or for more information.

[Basic Accounting with QuickBooks](#)

Oct. 12, 2012

9 am to 5 pm

Beckley, WV

Take charge of your bookkeeping and better understand your business finances today! Topics include: measuring business profitability; track cost of goods sold; enter and write checks; tracking payroll liabilities; using registers; invoicing customers; tracking and paying sales tax; and customizing reports. Sessions will be conducted in a computer lab to facilitate hands-on instruction. Cost is \$185. Go to www.westvirginiawbc.org or call 304-253-3145 to register or for more information.

[Budgeting for Your Financial Success](#)

Oct. 18, 2012

10 am to 12 pm

Beckley, WV

Every wonder where all your money goes? This class will help you to develop the skills you need to manage your personal finances and plan for the future. Cost is \$35. Go to www.westvirginiawbc.org or call 304-253-3145 to register or for more information.

[Women in Technology: A Formula in Success](#)

October 18-19, 2012

Wheeling, WV

This two-day event is designed to inspire and support women working in technology fields. It will feature inspirational women speakers, informative and useful panel discussions/breakout sessions and ample opportunity for quality networking. For questions or to reserve exhibit space, contact info@techconnectwv.com or call 304-444-2918 for more information.

[National Disaster Preparedness Month Webinar Series](#)

Sept. 26, 2012

2 pm to 3 pm

Webinar

[Surviving a Crisis, Large or Small: Real Lessons Learned](#)

Business owners are often faced with difficult decisions in the aftermath of a storm. SBA and Agility Recovery will host several businesses who will recount their stories of recovery and the valuable lessons learned from their experience. Each crisis can teach different lessons as those who respond face events ranging from building fires to hurricanes. A Q&A session will follow their riveting stories of survival. Space is limited go to <http://www2.agilityrecovery.com/> to register.

[Government Contracting Free Webinars](#)

The U.S. Government is the largest purchaser of goods and services. Learn how your small business can take advantage of the various government contracting programs. All webinars listed below will start at 2 p.m. and last approximately an hour. Visit www.charleston.score.org for more information or to register or call 304-347-5463 or email score258@wvscore.org. These webinars are sponsored by the US Small Business Administration, West Virginia SCORE, and the Regional Contracting Assistance Center.

Registering Your Veteran Owned Small Business—Oct. 17, 2012

Doing Business with the State Government—Nov. 15, 2012

[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.

Highlighted Webinars:

[Basic Guide to Exporting Webinar Series - Monthly—\\$15](#)

[Compliance, Standards and Regulations for Exporting Goods to Mexico - Oct. 10—\\$25](#)

[Complying with Mexican Value Declaration Requirements - Nov. 14—\\$25](#)

[How to Set Up Agents or Distributors in Mexico, Rules in Having a Direct Employee Present and Tax Implications - Dec. 12—\\$25](#)

National Events and Trade Shows:

[International Woodworking Machinery & Furniture Supply Fair USA 2012 - Aug. 22-25, Atlanta, GA](#)

[MINExpo - Sept. 24-26, Las Vegas, NV](#)

[GridWeek 2012 - Oct. 2-4, Washington, DC](#)

[Graph Expo 2012 - Oct. 7-10, Chicago, IL](#)

[Automotive Service & Repair Week \(ASRW\) 2012 - Oct. 11-13, New Orleans, LA](#)

[RETECH 2012 - Oct. 17-19, Washington, DC](#)

[PACK EXPO 2012 - Oct. 28-31, Chicago, IL](#)

[Industrial Fabrics Association International \(IFAI\) 2012 - Nov. 7-9, Boston, MA](#)

[Greater New York Dental Meeting - Nov. 23-29, New York, NY](#)

[POWER GEN International 2012 - Dec. 11-13, Orlando, FL](#)

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.

[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.

[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 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.