



Small Business Training Opportunities in WV

Business Fundamentals

Nov. 13, 2012	9:30 am to 12 pm	Beckley, WV
Nov. 13, 2012	9 am to 12 pm	Wheeling, 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. 15, 2012	10 am to 12 pm	Berkeley Springs, WV
Nov. 16, 2012	9:30 am to 12:30 pm	Huntington, WV
Nov. 20, 2012	10 am to 1 pm	Weirton, WV
Nov. 20, 2012	9:30 am to 11:30 am	Kearneysville, WV
Nov. 27, 2012	10 am to 1 pm	Mt. Gay, WV
Nov. 27, 2012	9 am to 12 pm	Parkersburg, WV
Nov. 29, 2012	1 pm to 4 pm	Oak Hill, 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. 11, 2012	9 am to 12 pm	Wheeling, WV
Dec. 11, 2012	9 am to 12 pm	Morgantown, WV
Dec. 12, 2012	1 pm to 4 pm	Summersville, WV
Dec. 13, 2012	9 am to 11 am	Martinsburg, WV
Dec. 17, 2012	9:30 am to 12 pm	Huntington, WV
Dec. 18, 2012	1 pm to 4 pm	Ronceverte, WV
Dec. 18, 2012	9 am to 12 pm	Spencer, WV
Dec. 18, 2012	9:30 am to 11:30 pm	Berkeley Springs, WV
Dec. 20, 2012	1 pm to 4 pm	Oak Hill, WV
Dec. 20, 2012	10 am to 1 pm	Welch, 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.

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.

Japan Business Opportunities

Nov. 8, 2012

9 am to 12 pm

Pittsburgh, PA

Learn what the Japanese market has to offer to U.S. businesses who want to do business there. The topics will be the country of Japan, business opportunities, culture, language and resources. Cost is \$45 with registration at: <http://www.sbdc.duq.edu/EventDetail?id=362>

Winter Weather Preparedness

Nov. 13, 2012

Webinar

The arrival of wintry weather brings with it many seasonal threats that can result in business interruption, from a flu outbreak that decimates your staff to flooding caused by frozen pipes that explode to an ice storm that knocks out your power. Join Agility Recovery and the U.S. Small Business Administration on Tuesday, Nov. 13, for practical tips to mitigate weather risks. SBA has partnered with Agility to offer business continuity strategies through its "PrepareMyBusiness" website. Visit www.preparemybusiness.org to access previous webinars. To register for the Nov. 13 webinar, go to <https://www1.gotomeeting.com/register/84493816>.

Accounting Fundamentals

Nov. 14, 2012

Online Course

Beckley, WV

Dec. 12, 2012

Demand for accounting professionals currently exceeds supply. If you are interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. Course cost is \$99. To register or for additional information, go to www.westvirginiawbc.org or call 800-766-4556.

Start Your Own Small Business

Nov. 14, 2012

Online Course

Beckley, WV

Dec. 12, 2012

Learn everything you need to know about starting a business. Discover how to build sales, financing options, employee-management procedures and time management procedures. Course cost is \$99. To register or for additional information, go to www.westvirginiawbc.org or call 800-766-4556.

Creating a Successful Business Plan

Nov. 14, 2012

Online Course

Beckley, WV

Dec. 12, 2012

Turn your business ideas into a solid plan for financing and long term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. Course cost is \$99. To register or for additional information, go to www.westvirginiawbc.org or call 800-766-4556.

Start and Operate Your Own Home-Based Business

Nov. 14, 2012

Online Course

Beckley, WV

Dec. 12, 2012

Learn how to develop the entrepreneurial qualities, motivation, discipline and creativity that you will need to succeed. Course cost is \$99. To register or for additional information, go to www.westvirginiawbc.org or call 800-766-4556.

Accounting Fundamentals II

Nov. 14, 2012

Online Course

Beckley, WV

Dec. 12, 2012

Accounting professionals are scarce, those with corporate accounting experience are even more rare. This course will build on the knowledge you gained in the Accounting Fundamentals course to provide you with a solid understanding of corporate accounting practices. You will gain practical experience working with dividends, plant assets, depreciation, accrued revenue and expenses, retained earnings, stockholders' equity, and more. Course cost is \$99. To register or for additional information, go to www.westvirginiawbc.org or call 800-766-4556.

Starting a Non-Profit

Nov. 14, 2012

Online Course

Beckley, WV

Dec. 12, 2012

Learn how to incorporate, select a board of directors, write bylaws, craft a mission statement, obtain tax exempt status, develop a budget, create a marketing plan, explore fundraising options and more. Cost is \$99. For more information, go to www.westvirginiawbc.org or call 800-766-4556.

Marketing Your Business on the Internet

Nov. 14, 2012

Online Course

Beckley, WV

Dec. 12, 2012

Discover proven methods that will help you establish an Internet presence and build an online brand identity. Learn how to use online advertising, email marketing, and social media to drive business to your web site and keep your visitors coming back again and again. Cost is \$99. For more information, go to www.westvirginiawbc.org or call 800-766-4556.

7th Annual PA Business Technology Conference

Nov. 15, 2012

8 am to 4:30 pm

Pittsburgh, PA

Using technology in your business isn't a new idea, but how you use technology and what technologies you use to enhance your business profitability changes daily. Hosted by Duquesne University SBDC, this conference is \$99 (using discount code PBTC99) with registration at: <https://www.sbdc.duq.edu/eventregistration?id=356>

Business Opportunities in Costa Rica

Nov. 15, 2012

1 to 2 pm

Webinar

In a live conversation moderated by the Foreign Commercial Service, Ambassador Andrew will discuss export and investment opportunities for companies interested in doing business in Costa Rica. The focus of this call will be on opportunities in infrastructure, clean energy, waste treatment, and construction. Please join U.S. Ambassador Anne Andrew to discuss these upcoming opportunities and how to become a part of them. Go to: <http://www.state.gov/e/eb/directline/contact/199726.htm> to register.

Export Basics

Nov. 29, 2012

9 am to 12 pm

Pittsburgh, PA

This course is designed to meet the needs of: Manufacturers and technology companies seeking to initiate export programs; Individuals within exporting companies who require orientation to exporting; Service firms seeking to improve their understanding of globalization. Course topics include: Recognizing and identifying export opportunities; Shipping and payment; Legal and regulatory aspects of exporting; Sources of information and assistance; Cultural issues. Cost is \$45 with registration at: <http://www.sbdc.duq.edu/EventDetail?id=306>

Basic Accounting With QuickBooks

Dec. 7, 2012

9 am to 5 pm

Beckley, WV

Take charge of your bookkeeping and better understand your finances. Topics include measuring business profitability; tracking cost of goods sold; entering and writing checks; tracking payroll liabilities; creating budgets and much more! Cost is \$185. Go to www.westvirginiawbc.org or call 304-253-3145 to register or for more information.

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.

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](#)

[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:

[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.

Updated November 9, 2012