



Small Business Training Opportunities in WV

Business Fundamentals

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	3 pm to 5 pm	Petersburg, 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	9 am to 12 pm	Glennville, WV
Nov. 29, 2012	1 pm to 4 pm	Oak Hill, WV
Nov. 29, 2012	10 am to 1 pm	Welch, 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. 13, 2012	9 am to 12 pm	Glennville, 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

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.

[SBA Web Chat - Holiday Marketing Tips & Ideas](#)

Nov. 19, 2012

1 pm

Webinar

“Holiday Marketing Tips & Ideas” with Caron Beesley, SBA blogger, marketing communications consultant, and small business owner. Learn how to maximize your holiday profit and how to help increase sales volume. Participants can join the live web chat, and also post questions beforehand by visiting [Web Chat Event: Nov 19](http://web.sba.gov/livemeeting/public/dsp_meeting_view.cfm?meetngid=204) (http://web.sba.gov/livemeeting/public/dsp_meeting_view.cfm?meetngid=204).

[SBA Web Chat - Getting Your Small Business Ready for Tax Filing Season](#)

Nov. 28, 2012

1 pm

Webinar

“Getting Your Small Business Ready for the Tax Filing Season” with Edward S. Karl, vice president of taxation for the American Institute of CPA’s (AICPA) and the AICPA tax staff. Learn useful and practical tips for year-end tax savings strategies and tax provisions that may affect your business. Participants can join the live web chat, and also post questions beforehand by visiting [Web Chat Event: Nov 28](http://web.sba.gov/livemeeting/public/dsp_meeting_view.cfm?meetngid=203) (http://web.sba.gov/livemeeting/public/dsp_meeting_view.cfm?meetngid=203).

[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.

[Accounting Fundamentals](#)

Dec. 12, 2012

Online Course

Beckley, WV

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](#)

Dec. 12, 2012

Online Course

Beckley, WV

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

Dec. 12, 2012

Online Course

Beckley, WV

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

Dec. 12, 2012

Online Course

Beckley, WV

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

Dec. 12, 2012

Online Course

Beckley, WV

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

Dec. 12, 2012

Online Course

Beckley, WV

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

Dec. 12, 2012

Online Course

Beckley, WV

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.

Small Business Startup Workshop

Dec. 13, 2012

9:30 am to noon

Fairmont, WV

The Upper Mon Valley SCORE chapter will conduct a "Starting a New Business" workshop on Thursday, Dec. 13, 2012 from 9:30 a.m. to noon at The Huntington National Bank located at 103 Adams St., Fairmont, WV. The workshop will cover business organization options, state and federal licensing, and include business planning advice and options for funding your new business. Registration can be made online at www.wvscore.org.

[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.

[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](#)

[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:

[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.

[TechConnectWV](#)

TechConnectWV is a statewide economic development organization dedicated to fostering and promoting innovation-based businesses and entrepreneurial activities across West Virginia. Their goal is to diversify the state's economy and create jobs in four technology sectors: advanced energy, chemicals and advanced materials, biometrics/identity management, and biotechnology. TechConnectWV works to build research and development, commercialization capacity, and a more vibrant entrepreneurial culture by linking entrepreneurs and startup firms with technical assistance, professional expertise, access to capital, and other resources critical for success. For more information, visit www.techconnectwv.org.

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 16, 2012