



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
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Charleston, WV 25301
(304) 347-5220

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wvinfo@sba.gov

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

Business Fundamentals

Dec. 6, 2012	10 am to 1 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
Jan. 15, 2013	9 am to noon	Wheeling, WV
Jan. 17, 2013	9 am to 11 am	Martinsburg, WV
Jan. 17, 2013	5 pm to 7 pm	Martinsburg, WV
Jan. 22, 2013	10 am to 1 pm	Weirton, WV
Feb. 12, 2013	9 am to noon	Wheeling, WV
Feb. 19, 2013	10 am to 1 pm	Weirton, 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. Or contact the Business Ask Me! line at 888-982-7232 or askme@wv.gov.

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.

Top 10 Mistakes for Businesses to Avoid When Dealing With a Crisis

Dec. 11, 2012 2 to 3 pm Webinar

What are the biggest and most common mistakes business owners make when facing down a disaster event? It could be flooding caused by a big hurricane, or the loss of sensitive and vital data inflicted by a hacked account. How you respond within the first few hours of the incident can either make your company a survivor, or result in the costly failure of your business. Get tips on how to avoid making the mistakes that could cause you to lose your hard-

earned assets at a free webinar hosted by Agility Recovery and the U.S. Small Business Administration on Tuesday, Dec. 11. Agility CEO Bob Boyd will share anecdotes from business owners who experienced natural and man-made disasters, and what they learned during the recovery phase. SBA has partnered with Agility to offer business continuity strategies through its "PrepareMyBusiness" website. Visit www.preparemybusiness.org to access previous webinars and for additional preparedness tips. Space is limited. Register at <https://www1.gotomeeting.com/register/258501528>

[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.

Panama & Columbia: Opportunities and Growth

Dec. 13, 2012

9 am to noon

Pittsburgh, PA

Learn how your product or service can now enter duty-free to Panama or Colombia. Panama and Colombia have a preference for U.S. products and services. Both countries are experiencing the highest growth economies in Latin America! There will be a Business Trade Mission going to Panama and Colombia on June 23-29, 2013. Mark Your calendars! Financial aid will be available for "Qualified" companies to go on the Business Trade Mission. Location: Duquesne University, Rockwell Hall Room 108. Cost is \$45. To register and learn more, go to: <http://www.sbdc.duq.edu/EventDetail?id=364> or call [Brent Rondon](mailto:Brent.Rondon@duq.edu) at 412-396-5670 (email: rondon@duq.edu).

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:

[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 December 4, 2012