



Spring/Summer 2020
SBDC Workshop Series

1 Learn About Business

Jan 24

Lewiston – The Business Model Canvas and Value Proposition

Time: 9:00 am – 11:30 am

Fee: \$25

Instructor: Barbara Leachman

Location: SBDC, 406 Main St., Lewiston, ID 83501

Min: 5

Max participants: 14

Description: Nine Blocks on one page to help you describe, design, or pivot your business model. Start with your customers and the value your business provides. Consider how you reach your customers and the messages you convey. Learn to do research, test, evaluate, and make good decisions about business starts, pitches and growth.

Pre-registration is required. Please call 208-792-2465, or email ISBDC@lcsc.edu. Visit our website at www.lcsc.edu/sbdc. Click on the red box “Workshop Schedule,” then click on the blue button “Register.”

Jan 31

Lewiston – Easy Business Start

Time: 9:00 am – 11:30 am

Fee: \$25

Instructor: Barbara Leachman

Location: SBDC, 406 Main St., Lewiston, ID 83501

Min: 5

Max participants: 14

Description: Make your new business start easier by getting the right information up front. Learn and understand concepts, projections, research, feasibility factors, licensing, taxes, and raising capital. Get important checklists, plan templates, links, steps, and resources before you invest your time and money.

Pre-registration is required. Please call 208-792-2465, or email ISBDC@lcsc.edu. Visit our website at www.lcsc.edu/sbdc. Click on the red box “Workshop Schedule,” then click on the blue button “Register.”

Feb 6

Lewiston - Crisis? What Crisis?

Time: 4:00 pm– 5:30 pm

Fee: \$25

Instructor: Todd Broadman

Location: SBDC, 406 Main St., Lewiston, ID 83501

Min: 5

Max participants: 14

Description: If your business is experiencing a downturn or rough patch, or you simply want to explore ways to turn "bad news" into your advantage, attend this workshop. We will consider how tight markets and cash flow constraints can lead the way to productive, new opportunities.

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Feb 7

Lewiston – Accounting and Business Record Basics

Time: 9:00 am – 11:30 am

Fee: \$25

Instructor: Barbara Leachman

Location: SBDC, 406 Main St., Lewiston, ID 83501

Min: 5

Max participants: 14

Description: Records and decisions, language of money, accounting reports, building wealth, and paying taxes.

Pre-registration is required. Please call 208-792-2465, or email ISBDC@lcsc.edu. Visit our website at www.lcsc.edu/sbdc. Click on the red box "Workshop Schedule," then click on the blue button "Register."

Feb 11

Lewiston - Converting Social Media Likes to Customers

Time: 9:00 am – 11:30 am

Fee: \$25

Instructor: Aziz Makhani

Location: SBDC, 406 Main St., Lewiston, ID 83501

Min: 5

Max participants: 14

Description: Ever wonder about converting your social media Likes and Follows to customers? There is no magic bullet, but doing a few things right on social media simply increases your chances. This presentation by Aziz Makhani, WA SBDC Advisor, will show you the best practices on social media that can help you.

Pre-registration is required. Please call 208-792-2465, email ISBDC@lcsc.edu, or visit our website at www.lcsc.edu/sbdc. Click on the red box "Workshop Schedule," then click on the blue button "Register."

Feb 21

Lewiston – Small Business Website Planning, Content and Decisions

Time: 9:00 am – 11:30 am

Fee: \$25

Instructor: Barbara Leachman

Location: SBDC, 406 Main St., Lewiston, ID 83501

Min: 5

Max participants: 14

Description: Learn about selecting a host, templates, menus, photos, descriptions, value, checklists, and key content.

Pre-registration is required. Please call 208-792-2465, or email ISBDC@lcsc.edu. Visit our website at www.lcsc.edu/sbdc. Click on the red box "Workshop Schedule," then click on the blue button "Register."

Feb 28 and March 6

Lewiston - QuickBooks Basics, Parts 1 & 2

Time: 9:00 am – 12:00 pm

Fee: \$90 for both

Instructor: Judy Schumacher

Location: SBDC, 406 Main St., Lewiston, ID 83501

Min: 5

Max participants: 10

Description: Accurate and timely accounting records can be critical to success. The IRS, lenders, potential buyers, and good decision making all require good bookkeeping. QuickBooks training can give you a competitive edge by providing you the record keeping tools to track what's working and where you can improve. This hands-on course teaches you the fundamentals of utilizing QuickBooks. We will start out learning how to set up your chart of accounts, add customers, vendors, products and services; manage and reconcile bank accounts and credit cards. This is Part 1 of a 2 Part series.

-In Part 2, we will continue where we left off in Part 1 focusing on how to enter sales, receive payments, make deposits, pay bills and sales tax; manage inventory and review important financial reports.

Pre-registration is required. Please call 208-792-2465, email ISBDC@lsc.edu, or visit our website at www.lsc.edu/sbdc. Click on the red box "Workshop Schedule," then click on the blue button "Register."

#2 Create For Your Business

Mar 13

Lewiston – Write Your Value Proposition Message and Pitch Now

Time: 9:00 am – 11:30 am

Fee: \$25

Instructor: Barbara Leachman

Location: SBDC, 406 Main St., Lewiston, ID 83501

Min: 5

Max participants: 14

Description: Utilize the Business and Value Proposition Canvas to develop your sales or investor pitch and practice.

Pre-registration is required. Please call 208-792-2465, or email ISBDC@lsc.edu. Visit our website at www.lsc.edu/sbdc. Click on the red box "Workshop Schedule," then click on the blue button "Register."

Mar 20

Lewiston – Make Your Cash Flow Projection

Time: 9:00 am – 11:30 am

Fee: \$25

Instructor: Barbara Leachman

Location: SBDC, 406 Main St., Lewiston, ID 83501

Min: 5

Max participants: 14

Description: Bring your projected numbers and turn them into financial information for lenders, team and decision makers. We will work with computers, and a spreadsheet template to enter sales, expenses, and loans and get a cash flow projection.

Pre-registration is required. Please call 208-792-2465, or email ISBDC@lsc.edu. Visit our website at www.lsc.edu/sbdc. Click on the red box "Workshop Schedule," then click on the blue button "Register."

March 25**Grangeville – Website Content and SEO**

Time: 1:00 pm – 3:30 pm

Fee: \$30

Instructor: Barbara Leachman

Location: Grangeville Adult Learning Center, 158 E Main, Suite 4, Grangeville, ID 83530

Min: 5

Max participants: 10

Description: Improve your website using content for search engines and building trust. Use maps, social media, and learn affordable ways to market your business.

Pre-registration is required. Please call for registration and payment: LCSC Outreach Center in Grangeville, Carla at 208-983-2164, cnwilkins@lcsc.edu.

Mar 27**Lewiston – Write Your Business Plan Now**

Time: 9:00 am – 11:30 am

Fee: \$25

Instructor: Barbara Leachman

Location: SBDC, 406 Main St., Lewiston, ID 83501

Min: 5

Max participants: 14

Description: Want a business plan but can't seem to get it done? Take out your pen or use a laptop NOW. This workshop is the time to make it happen! Your plan could help you with starting, buying, selling, growing, or raising capital. A written business plan makes you more likely to be successful with your endeavors. We have a Ten-Step process that will get you from your goals to your next action steps. Each of the ten steps will be explained and time will be provided for you to write, ask questions, and get feedback.

Pre-registration is required. Please call 208-792-2465, or email ISBDC@lcsc.edu. Visit our website at www.lcsc.edu/sbdc. Click on the red box "Workshop Schedule," then click on the blue button "Register."

April 3**Lewiston – Create a Business Website Online NOW**

Time: 9:00 am – 11:30 am

Fee: \$25

Instructor: Barbara Leachman

Location: SBDC, 406 Main St., Lewiston, ID 83501

Min: 5

Max participants: 14

Description: From your first header to Calls For Action, bring your content or follow along as we create a free Google website. Then, get your business on the map, including photos and key phrases NOW. Bring your Gmail password.

Pre-registration is required. Please call 208-792-2465, or email ISBDC@lcsc.edu. Visit our website at www.lcsc.edu/sbdc. Click on the red box "Workshop Schedule," then click on the blue button "Register."

3 Evaluate Your Business

April 10

Lewiston – Evaluate Your Finances and Feasibility

Time: 9:00 am – 11:30 am

Fee: \$25

Instructor: Judy Schumacher and Barbara Leachman

Location: SBDC, 406 Main St., Lewiston, ID 83501

Min: 5

Max participants: 14

Description: Making predictions, research, cash vs. profit, capital needs, breaking even, ratios, what lenders look for. Is this expansion or start-up going to work?

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May 1

Lewiston – 30 Steps to Evaluate and Improve Your Website Action

Time: 9:00 am – 11:30 am

Fee: \$25

Instructor: Barbara Leachman

Location: SBDC, 406 Main St., Lewiston, ID 83501

Min: 5

Max participants: 14

Description: Take a few minutes every morning, to optimize your website for search engines and customers. For example: Step #21 – Customize menu titles, #3 – Claim directory sites.

Pre-registration is required. Please call 208-792-2465, or email ISBDC@lcsc.edu. Visit our website at www.lcsc.edu/sbdc. Click on the red box “Workshop Schedule,” then click on the blue button “Register.”

May 5

Grangeville – QuickBooks 2018

Time: 9:00 am – 4:30 pm

Fee: \$85

Instructor: Janice Gobbi

Location: Grangeville Outreach Center, 201 E. Main, Grangeville

Min.: 4

Max participants: 8

Description: Learn QuickBooks 2018, a computerized accounting system that helps you record sales and deposits, invoice customers, enter and track bills, and write checks.

Pre-registration is required. Please call for registration and payment: LCSC Outreach Center in Grangeville, Carla at 208-983-2164, cnwilkins@lcsc.edu.

May 8

Lewiston – Evaluate Your Readiness to Buy, Sell, or Value Your Business

Time: 9:00 am – 11:30 am

Fee: \$25

Instructor: Barbara Leachman

Location: SBDC, 406 Main St., Lewiston, ID 83501

Min: 5

Max participants: 14

Description: What is a business worth? How does EBITDA affect value? If you are considering buying, selling, or hiring business valuers, this information could be important.

Pre-registration is required. Please call 208-792-2465, or email ISBDC@lcsc.edu. Visit our website at www.lcsc.edu/sbdc. Click on the red box "Workshop Schedule," then click on the blue button "Register."

May 20th & 27th

Lewiston - QuickBooks Payroll, Part 1 & Part 2

Time: 9:30 am – 12:00 pm

Fee: \$70 for both

Instructor: Janice Gobbi

Location: SBDC, 406 Main St., Lewiston, ID 83501

Min: 5

Max participants: 10

Description: In this two part workshop you will learn how to use the Payroll function in QuickBooks. Topics will include setting up employees correctly, adding payroll items, taxes and deductions. Idaho and Washington payroll requirements will be discussed, as well as understanding the payroll expense and liability accounts.

- In Part 2, we will continue where we left off in Part 1, focusing on using time tracking, generating payroll checks, paying taxes and generating reports.

Pre-registration is required. Please call 208-792-2465, email ISBDC@lcsc.edu, or visit our website at www.lcsc.edu/sbdc. Click on the red box "Workshop Schedule," then click on the blue button "Register."