

STATE REPRESENTATIVE  
8TH LEGISLATIVE DISTRICT



LA SHAWN K.  
**FORD**

## BUSINESS EDUCATION WORKSHOPS

(WEDNESDAYS & FRIDAYS)

★ ★ **DECEMBER 2017** ★ ★

DATE

12/1

### HOW TO OPEN A CONCESSION AT O'HARE OR MIDWAY AIRPORT

9:30-11:00 a.m.

City Hall, 121 N. LaSalle St. – 11th Floor, Room 1103

*Presented by Chicago Department of Aviation-Concessions Department*

Are you interested in operating a restaurant or shop at O'Hare or Midway International Airports, but don't know where to begin? Come and learn about the Request for Proposals (RFP) process, how to operate a business at the airports, and a summary of the Airport Concessions Disadvantaged Business Enterprise (ACDBE) program.

12/6

### \*CITY INSPECTIONS – ASK QUESTIONS, GET ANSWERS

3:00 to 4:30 p.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

*Presented by the City of Chicago*

To operate a successful business in Chicago you need to know what it takes to maintain compliance. Officials from several City departments will provide insight on how to operate safely, stay compliant, help prepare for inspections and highlight the do's and don'ts of operating a business.

12/8

### GOODBYE FRUSTRATION, HELLO GREAT BUSINESS FLOW!

9:30-11:00 a.m.

City Hall, 121 N. LaSalle St. – 11th Floor, Room 1103

*Presented by Rebecca Chauncey, RLC Speaks, LLC*

Are you stressing over business? Do you regularly feel frustrated with customers and staff? Are you doubting your ability to create or maintain your business? If you say yes to one or more of the questions, this session is for YOU! Register now to learn how to reduce your stress in 10 minutes or less, gain power to have easier experiences with customers and staff, apply practical techniques to be more confident in yourself and your business. Bring an open mind, a willingness to learn and participate, a positive attitude, something to write notes, and your mobile phone! We look forward to seeing you there!

**Happy Holidays!**

The Small Business Center will continue to offer free workshops in the New Year with many new and exciting topics.

\*Workshop offered once a month.



All workshops are **FREE** and open to the public.

Space is limited. Please reserve your attendance by calling 312.744.2086 or e-mail [BACPoutreach@cityofchicago.org](mailto:BACPoutreach@cityofchicago.org)

To learn more about BACP's workshops, visit [www.cityofchicago.org/businessworkshops](http://www.cityofchicago.org/businessworkshops)

**SMALL  
BUSINESS  
CENTER**

DATE

12/13

### NETWORKING-FINDING AND USING YOUR CONNECTIONS TO GROW YOUR BUSINESS

3:00 to 4:30 p.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

*Presented by Stacey Pitts Caldwell, MBA, Center Director of SBDC at the Chicagoland Chamber of Commerce*

A lot of business comes through contacts and networking, therefore, a strong network and maintaining relationships with key contacts can help you gain new customers. In this workshop, participants will plan which networking activities to join, think about which events/activities make sense to attend, decide how to expand and use their network as well as how to keep in contact with the people that are most important to the growth of the business.

12/15

### NUTS AND BOLTS OF CREATING A CHARITABLE ORGANIZATION

9:30-11:00 a.m.

City Hall, 121 N. LaSalle St. – 11th Floor, Room 1103

*Presented by Community Law Project*

Attend this workshop to learn about the legal steps to becoming a charitable organization, the differences between a for profit and a nonprofit, an overview of the legal process of creating a not for profit corporation, developing a board of directors, explain bylaws, and obtaining recognition of 501c3 income tax exemption for the organization.

12/20

### MARKETING WITH SOCIAL MEDIA

3:00 to 4:30 p.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

*Presented by Rhea Steele, President of Blue Ocean Logic*

In this workshop you will learn how to create a social media marketing plan, select resources for a social marketing team and discuss the value of social media to your marketing plan. You will also learn how to use metrics to measure the impact of a social media plan.

12/22

### MAKING CONNECTIONS

9:30-11:00 a.m.

City Hall, 121 N. LaSalle St. – 11th Floor, Room 1103

*Presented by Business Bragger*

Learn how to make new connections on LinkedIn for business purposes. We will teach you how to set up your LinkedIn profile, how to make sure it is optimized so people can find you and how to make new connections to build your business.

12/27

**NO WORKSHOP DUE TO HOLIDAY**

12/29

**NO WORKSHOP DUE TO HOLIDAY**

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