



"Mind Your Business"

WORKSHOP SERIES 2008

CITY OF PHOENIX • COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT • SMALL BUSINESS DIVISION

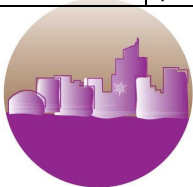
Workshops and Networking Opportunities for Small Business

We are committed to ensuring the success of small businesses. Through a series of educational workshops, legal clinics and networking opportunities, Small Businesses are able to acquire the information necessary to make critical decisions that impact their bottom line.

For information on other Small Business assistance programs, call the Small Business Resource line at (602) 534-CITY (2489).

REGISTRATION IS FREE ONLINE AT <http://phoenix.gov/email/emmybw07.html> OR CALL 602.495.5626

DATE/TIME	MEETING	LOCATION
Monday, January 21 4-6 p.m.	Taxes Tax related issues will be discussed by representatives from the City of Phoenix Finance Department and the State of Arizona Department of Revenue.	Phoenix City Hall, 200 West Washington, 12 th Floor Subcommittee Room
Monday, February 18 4-6 p.m.	Request for Proposal, Qualification, and Information This workshop will explain the RFP, RFQ, and RFI processes and describe how to identify, prepare, and submit responses to bidding opportunities.	Phoenix City Hall, 200 West Washington, 12 th Floor Subcommittee Room
Monday, March 17 4-6 p.m.	Human Resources - Preparing to hire, recruit, train, and retain employees is the topic of this workshop.	Phoenix City Hall, 200 West Washington, 12 th Floor Subcommittee Room
Monday, April 21 4-6 p.m.	Effective Networking Learn how to use tools to discover business relationships that matter; help grow and connect your business network.	Phoenix City Hall, 200 West Washington, 12 th Floor Subcommittee Room
Monday, May 19 4-6 p.m.	Bonding This workshop will discuss various types of bonding requirements, bonding agents and programs.	Phoenix City Hall, 200 West Washington, 12 th Floor Subcommittee Room
Monday, June 16 4-6 p.m.	Finance I A workshop to cover the "5 C's of Credit;" information will be focused on preparing for future business borrowing needs and putting together an effective loan package.	Phoenix City Hall, 200 West Washington, 12 th Floor Subcommittee Room
Monday, July 21 4-6 p.m.	Finance II An extension of the "5 C's of Credit;" this workshop will focus on putting together loan packages.	Phoenix City Hall, 200 West Washington, 12 th Floor Subcommittee Room
Monday, August 18 4-6 p.m.	Business Planning This workshop will cover the components of a well-written business plan.	Phoenix City Hall, 200 West Washington, 12 th Floor Subcommittee Room
Monday, September 15 4-6 p.m.	Request for Proposal, Qualification, and Information This workshop will explain the RFP, RFQ, and RFI processes and describe how to identify, prepare, and submit responses to bidding opportunities.	Phoenix City Hall, 200 West Washington, 12 th Floor Subcommittee Room
Monday, October 20 4-6 p.m.	Marketing The basics of marketing and its importance will be covered in this workshop.	Phoenix City Hall, 200 West Washington, 12 th Floor Subcommittee Room
Monday, November 17 4-6 p.m.	Joint Ventures and Partnerships Learn the basics of the formation, benefits, and risks of joint ventures and partnerships.	Phoenix City Hall, 200 West Washington, 12 th Floor Subcommittee Room



MINORITY, WOMAN &
SMALL BUSINESS
ENTERPRISE

Community and Economic Development Department
200 West Washington, 20th Floor
Phoenix, Arizona 85003

Small Business Resource Line (602)534-CITY (2489)

<http://phoenix.gov/CONDEV/smbusmu.html>

FOR A CALENDAR OF MWSBE CERTIFICATION WORKSHOP DATES,
CALL 602.262.6790 OR

VISIT <http://www.phoenix.gov/MWSBE/>

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990, the Community & Economic Development Department (CEDD) provides persons with disabilities equal access to its services, programs, and activities. CEDD will provide reasonable accommodations to persons with disabilities whenever necessary to ensure their full participation. For more information including receiving this document in an alternative format call CEDD at 602-262-5040/voice or 602-534-3476/TTY.