Small Business Workshops

offered by the Wichita State University Kansas Small Business Development Center

**Startup Workshops**

**Meeting the 3 Ms:** Learning the Basics of Marketing, Management and Money
If you want to start a new business, the three Ms are critical. This workshop offers essential information about Marketing, Management and Money that will help you assess the feasibility of your business idea and start writing your business plan. This is a free workshop.

**Please see the reverse side for dates and times.**

**Quick Start Business Planning**
Using a simple narrative template and a simple cash flow template, you will learn how to develop the key elements of your business plan. You will be able to use the business plan you develop with these templates as a basis for your final business plan.

**Please see the reverse side for dates and times.**

**Taxes and Regulations**

**State Tax Workshop**
An expert from the Kansas Department of Revenue will give you the basics in this free workshop. Topics include sales and compensating use taxes, tax forms and how to file them, estimated taxes, and recordkeeping.

**Thurs., Aug. 1, 1:00-4:30 PM or Tues., Aug. 27, 8:30-12:00 PM**

**State Tax Workshop for Contractors**
This free workshop focuses on sales tax issues for construction contractors and subcontractors. Learn about applying sales tax to materials and labor, Project Exemption Certificates, invoicing, billing, and more.

**Thurs., Aug. 1, 9:30-12:00 PM or Tues., Aug. 27, 1:00-3:30 PM**

**Kansas Department of Labor: Understanding Regulations**
KDOL will present an overview of unemployment tax requirements including: Unemployment Insurance (UI) Tax Liabilities, Process to Apply for a UI Tax Account, Steps for Filing Tax Returns, New Hire Information, State Information Data Exchange System, and clarification of the difference in classifying a worker as an employee or independent contractor.

**Tuesday, August 13, 9:00 - 10:30 AM   No Charge**

**Marketing**

**BIM) Pro Networking Beyond Your Comfort Zone**
If networking makes you uncomfortable, this workshop will help. Christina Long will help you develop solid skills so that you can master the art of working rooms in ways that can build solid business relationships.

**Tuesday, August 20, 9:00 - 11:00 AM   No Charge**

**BIM) LinkedIn for Beginners**
Looking for business-to-business leads? Want to enhance your professional online presence? LinkedIn is a social media platform worth exploring. This intro session offers a basic overview of LinkedIn and its use. Please bring a laptop and prepare to explore with us.

**Tuesday, August 20, 11:00 - 1:00 PM   No Charge**

**Accounting**

**QuickBooks Online: The Basics**
Learn how to use the go-to cloud-based accounting software to help manage your company’s finances. This workshop will cover the basics of bookkeeping, how to set up your QuickBooks Online account, how to record common transactions, and how to analyze your company’s performance.

**Thursday, August 29, 9:00 - 12:00 PM   Cost: $119**

**QuickBooks Online: The Details**
Learn how to make the most of this cloud-based accounting software to help you manage your company’s finances more efficiently. This workshop will cover more complex bookkeeping functions such as payroll, invoicing, inventory management, sales tax, etc. Also learn about the numerous programs created to assist with these functions that integrate with QuickBooks Online.

**Thursday, August 29, 1:00 - 4:00 PM   Cost: $119**

**Workforce Solutions**

**Are You Ready for the New Federal Overtime Rule?**
The DOL proposed changes to raise the salary threshold for white-collar exemptions from $23,660 to $35,308. If approved, this rule might take effect in January 2020. Be ready to bring your pay practices into compliance. Learn about the proposed changes to the overtime regulations, implications for employers, and next steps to consider in preparation for the proposed changes.

**Tuesday, August 13, 1:00-3:00 PM   No Charge**

**Meet the Lenders**
8:30 AM-12:00 PM, Tuesday, August 20, WSU Marcus Center
Register: https://www.eventbrite.com/e/meet-the-lender-matchingmakevent-tickets-62054452538
Pitch your financing needs to multiple lenders in scheduled, one-to-one, 10-minute sessions, hear presentations from area resources, and visit the Kansas SBDC table.

**Encountering Innovation Week 2018**
September 23-27, Overland Park, KS
Apply to pitch or showcase your technology to Tech Scouts who are searching for products to commercialize.
http://www.encounteringinnovation.com

**Business Transitions Conference**
Buying • Selling • Succession Planning
8:00AM-2:00 PM on Wednesday, October 9
WSU Metro Complex, Wichita KS
Learn from experienced Business Brokers, Valuators, Attorneys, Investors, CPAs, and Kansas SBDC Advisors in a variety of general and breakout sessions.
http://www.wichita.edu/ksbdcworkshops
Registration Form

Please register in advance to secure your spot and to be notified of cancellations. Please pay for workshops by credit card or check online in our WSU KSBDC Marketplace Shop. We do not accept cash.

**WSU KSBDC Marketplace: [www.wichita.edu/ksbdcworkshops](http://www.wichita.edu/ksbdcworkshops)**

If you have questions, call us at 316-978-3193. Workshops will be held at the WSU Hughes Metropolitan Complex, Oliver and 29th Street, unless noted.

**Name** ____________________________________________________________________________    **Business Name** __________________________

**Address** ____________________________________________________________________________    **City, State, Zip** _______________________

**Phone** _________________________________________________    **Fax**  _________________________________________________

**email** __________________________________________________    **Meeting the 3 Ms: Learning the Basics of Marketing, Management and Money**  no charge; Please indicate choice of date.

- □ Monday, July 8, 3:00 PM - 5:00 PM
- □ Monday, August 5, 3:00 PM - 5:00 PM
- □ Monday, September 9, 3:00 PM - 5:00 PM

**Quick Start Business Planning**  no charge; Please indicate choice of date.

- □ Tuesday, July 9, 1:00 PM - 3:00 PM

**State Tax Workshop**  no charge; Please indicate choice of date.

- □ Thursday, August 1, 1:00 PM - 4:30 PM
- □ Tuesday, August 27, 8:30 AM - 12:00 PM

**State Tax Workshop for Contractors**  no charge; Please indicate choice of date.

- □ Thursday, August 1, 9:30 AM - 12:00 PM

**Kansas Department of Labor: Understanding Regulations**  Tuesday, August 13, 9:00 AM - 10:30 AM; no charge

**Are You Ready for the New Federal Overtime Rule?**  Tuesday, August 13, 1:00 PM - 3:00 PM; no charge

**Pro Networking Beyond Your Comfort Zone**  Tuesday, August 20, 9:00 AM - 11:00 AM; no charge

**LinkedIn for Beginners**  Tuesday, August 20, 11:00 AM - 1:00 PM; no charge

**QuickBooks Online: The Basics**  Thursday, August 29, 9:00 AM - 12:00 PM; Cost: $119

**QuickBooks Online: The Details**  Thursday, August 29, 1:00 PM - 4:00 PM; Cost: $119

**Save the Date for Fall Conferences - Registration Open Soon**

**Encountering Innovation Week**  Monday, September 23 - Friday, September 27, Overland Park, KS

**Business Transitions Conference**  Wednesday, October 9, 8:00 AM - 2:00 PM, WSU Metro Complex