

**KANSAS SMALL BUSINESS
DEVELOPMENT CENTER**

WICHITA STATE UNIVERSITY
316-978-3193

<http://www.wichita.edu/ksbdc>

Additional Regional Business Events

NOVEMBER

- 5 **Regional Economic Outlook Conference** (Emporia)
WSU CEDBR, 978-5341
- 5 **Women's Leadership Alliance Luncheon**
Wichita Independent Business Association 201-3264
- 5 **Intellectual Property Basics**
WSU Libraries, 978-5017
- 5-6 **Project Leadership and Communication**
Center for Management Development, 978-5149
- 7 **WIBA Luncheon-Elected Officials Roundtable**
Wichita Independent Business Association, 201-3264
- 8 **Local Partnerships for Reducing Hazardous and
Toxic Materials**
K-State Pollution Prevention Institute, 316-578-8898
- 8 **Mastering the Art of Critical Conversations**
Center for Management Development, 978-5149
- 12 **Intellectual Property/Business Research Open Lab**
WSU Libraries, 978-5017
- 13 **Wichita Industry Research Exchange (WIRE)**
WSU CEDBR, 978-5341
- 13 **Understanding Human Behavior**
Center for Management Development, 978-5149
- 14 **QuickBooks Training**
NonProfit Chamber of Service, 440-6744
- 14 **Economist Chris Kuehl**
CFDD Wichita and NACM, 688-8649
- 14 **Derby Chamber Luncheon**
Derby Chamber of Commerce, 788-3421
- 14-15 **Business Modeling and Data Analysis**
Center for Management Development, 978-5149
- 19 **Wichita Regional Chamber Annual Meeting**
Wichita Regional Chamber of Commerce, 265-7771
- 19 **Networking Luncheon: Coach More Manage Less**
NonProfit Chamber of Service, 440-6744
- 19 **How to Delegate and Empower Your Employees**
Center for Management Development, 978-5149
- 20 **Adventures in Social Media Marketing**
Digital Wichita, register on eventbrite.com
- 20 **Strength Based Leadership**
Center for Management Development, 978-5149
- 21 **Incoterms 2020**
U.S. Commercial Service, 263-4067
- 21 **World Trade Council Dinner and Meeting**
World Trade Council, 978-3176
- 25 **Inventors' Association Monthly Meeting**
IASCK, 721-1866

DECEMBER

- 3 **Women's Leadership Alliance Luncheon**
Wichita Independent Business Association 201-3264
- 4 **Assertiveness Training for Women**
Center for Management Development, 978-5149
- 6 **Improving Supervisory Skills**
Center for Management Development, 978-5149
- 10 **Emotional Intelligence**
Center for Management Development, 978-5149
- 10 **WIBA Monthly Luncheon**
Wichita Independent Business Association, 201-3264
- 11 **Dealing Effectively with Workplace Conflict**
Center for Management Development, 978-5149
- 12 **Hutch/Reno Chamber Luncheon-Recruiting Tips**
Hutchinson/Reno County Chamber, 620-662-3391
- 17 **WIBA on Tap**
Wichita Independent Business Association, 201-3264
- 19 **Jingle Mingle**
Wichita Regional Chamber of Commerce, 265-7771

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.

Tues., Nov. 5, 8:30-12:00 or Wed., Dec. 4, 1:00-4:30 PM

State Tax Workshop for Contractors

This free workshop focuses on sales tax issues for contractors, subcontractors and repairmen. Learn about applying sales tax to materials and labor, Project Exemption Certificates, tax returns, billing, and more.

Tues., Nov. 5, 1:00-3:30 PM or Wed., Dec. 4, 9:30-12:00 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, December 3, 10:30 - 12:00 PM Cost: Free



SBA and 1 Million Cups host Veteran Business Owners

**Woody Cottner, Global Aviation Technologies
Summer Guerrero, Affinity Automotive Services**

9:00-10:00 AM

on Wednesday, November 6 at Advanced Learning Library

free event! free coffee! free donuts! no registration!

www.1millioncups.com/wichita



Business in Motion:

Making Business Expansion Easier

Ready to expand? Call WSU Kansas SBDC at 316-978-3193.



Holiday Closings

The WSU Kansas SBDC will be closed
November 28 and 29 and December 23 - January 1

We wish you a happy holiday season!

Marketing

BIM) Social Media Starter Kit

Should your business be using social media? What social media site would be best for your business? How do you get started and create content that is engaging? This workshop provides a birds-eye-view of social media options such as Facebook, Instagram, Pinterest, and LinkedIn. You will walk away with the ability to decide what social media site(s) to use and be able to create or update your business' online presence.

Friday, November 22, 1:00 - 3:00 PM Cost: Free

Telling Your Story to Build Your Business

Nothing is more compelling than a good story. Are you putting your story to its best use? Join us to learn how to frame your story for the most impact and use it throughout your marketing for quality and consistency. Brandy Willett with *Encompass Why* will help you tell your story through social media, web content, marketing collateral and face to face opportunities.

Wednesday, December 11, 1:00 - 3:00 PM Cost: Free

Human Resources

What Does the New Federal Overtime Rule Mean for Your Business January 1?

Effective January 1, 2020, employees who make less than \$35,568 are eligible for overtime pay under a final rule issued by the U.S. Department of Labor (DOL).

This rule will extend overtime protections to more than one million workers who are not currently eligible.

Be ready to bring your pay practices into compliance. Learn about the changes, the implications for employers, and how to get ready.

Tuesday, December 3, 1:00 - 3:00 PM No Charge

Government Contracting

The SBA provides several programs to help small businesses win federal contracts. If you qualify, you are eligible to compete for the program's set-aside contracts.

Teri Taylor with the SBA will offer an overview of qualifications, benefits, application processes, and requirements for these programs.

Attend one or all of these free workshops to find out if government contracting is right for you.

Thursday, December 5



9:00-10:00 AM HUBZone

If your principle office is located in an historically underutilized business zone, you might qualify for this program.

10:30-11:30 AM Woman-Owned Small Business Set-Asides

If your business is at least 51% owned and controlled by women who are U.S. citizens, you might qualify for this program.

1:00-2:00 PM Is the 8(a) Program Right for You?

The 8(a) program is a nine-year certification opportunity offering assistance to firms owned and controlled at least 51% by socially and economically disadvantaged individuals.

3:00-4:00 PM All Small Mentor-Protégé Program

This program helps protégés improve their ability to compete for government contracts and helps mentors gain increased access to federal contracts.

Wichita State University
Kansas Small Business
Development Center
1845 North Fairmount St
Wichita KS 67260-0148



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

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.
 Friday, November 1, 10:00 AM - 12:00 PM Tuesday, November 12, 3:00 PM - 5:00 PM Monday, November 25, 1:00 PM - 3:00 PM
 Thursday, December 5, 10:00 AM - 12:00 PM Wednesday, December 18, 1:00 PM - 3:00 PM Monday, January 6, 10:00 AM - 12:00 PM
- _____ **Social Media Starter Kit** Friday, November 22, 1:00 PM - 3:00 PM; no charge
- _____ **Quick Start Business Planning** no charge; Please indicate choice of date.
 Tuesday, November 26, 1:00 PM - 3:00 PM Wednesday, December 18, 3:00 PM - 5:00 PM Monday, January 6, 1:00 PM - 3:00 PM
- _____ **State Tax Workshop** no charge; Please indicate choice of date.
 Tuesday, November 5, 8:30 AM - 12:00 PM Wednesday, December 4, 1:00 PM - 4:30 PM
- _____ **State Tax Workshop for Contractors** no charge; Please indicate choice of date.
 Tuesday, November 5, 1:00 PM - 3:30 PM Wednesday, December 4, 9:30 AM - 12:00 PM
- _____ **Kansas Department of Labor: Understanding Regulations** Tuesday, December 3, 10:30 AM - 12:00 PM; no charge
- _____ **What Does the New Federal Overtime Rule Mean for Your Business January 1?** Tuesday, December 3, 1:00 PM - 3:00 PM; no charge
- _____ **HUB Zone** Thursday, December 5, 9:00 AM - 10:00 AM; no charge
- _____ **Federal Contracting and Woman-Owned Small Business Set-Asides** Thursday, December 5, 10:30 AM - 11:30 AM; no charge
- _____ **Is the 8(a) Program Right for You?** Thursday, December 5, 1:00 PM - 2:00 PM; no charge
- _____ **All Small Mentor-Protégé Program for Federal Contracting** Thursday, December 5, 3:00 PM - 4:00 PM; no charge
- _____ **Telling Your Story to Build Your Business** Wednesday, December 11, 1:00 PM - 3:00 PM; no charge

Please Return this Registration Form & Fee To: WSU KSBDC, 1845 Fairmount, Campus Box 148, Wichita, KS 67260-0148
Fax to (316) 978-3647, call (316) 978-3193, email ksbdc@wichita.edu, or use our online registration form at <http://www.wichita.edu/ksbdc>.

Funded in part through a Cooperative Agreement with the U.S. Small Business Administration.
Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Requests for such arrangements should be made to WSU KSBDC by calling (316) 978-3193.

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