

# Regional Small Business Development Program

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City of Seattle

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## **SMALL BUSINESS TRAINING**



**March 2008 - August 2008**

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Questions/Registration Call (206) 252-0561

## Regional Small Business Development Program

**Time:** 6:00 PM—9:00 PM\*

**Cost:**

**Free** for firms **ACTIVE** in the program (see Active Firms pg. 3)  
— \$35 each all other participants, unless another rate is listed.

**Location:** SPS—JSCEE\*

Seattle Public Schools (JSCEE)  
John Stanford Center for Educational Excellence  
2445 3rd Avenue South  
Seattle, WA 98134

*\*Unless stated otherwise*

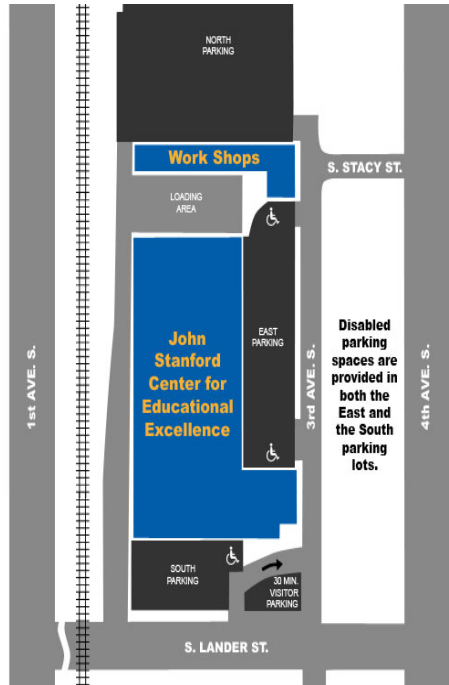
### Map & Directions:

**I-5 Southbound**

1. Exit #164 (4th Ave.)
2. Right on 4th Ave.
3. Right on S. Lander

**I-5 Northbound**

1. Exit #163 (Spokane)
2. Right on 4th Ave.
3. Left on S. Lander



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## Regional Small Business Development Program

### **Purpose**

The purpose of the Small Business Development Program (SBDP) is to help small businesses overcome the barriers that prevent them from growing by tying business education to contracting opportunities.

### **Access to Opportunities**

While the program does not guarantee contracts, partners work hard to provide forecasts. In many cases, agencies identify work that is only bid by **ACTIVE** participants in the SBDP.

### **Helping Small Business succeed**

This program is for companies with revenues under \$1 million based on the average of their last 3 years tax returns. Firms with less than \$250,000 in annual revenues (including start up businesses) are strongly encouraged to participate.

### **ACTIVE Firms**

To be considered a firm active in the Small Business Development Program you must comply with the following requirements:

1. Complete the Regional SBDP Application
2. Participate in 3rd party review & assessment of your business.
3. Actively participate in training classes.
  - Good faith effort to attend classes in areas assigned during assessment.
  - Pre-register (Fees are not waived for walk-ins)
  - Show up for classes they signed up for or provide sufficient notification of cancellation. (No shows affect fee status)
4. Actively seek opportunities and bid on appropriate work

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# Contracting

## Introduction and Opportunities

### **INTRODUCTION TO THE SBDP**

#### *Learn how to enroll in and benefit from the SBDP*

Do you have an interest in doing business with local government agencies? Learn how local government is stepping up with small business. This session will talk about the benefits of the Regional Small Business Development Program.

**Instructor:** Erin Nielsen

**Outcome:** Understand what the Regional Small Business Development Program is and how to become active in the program.

**Time:** 6:00 p.m. - 8:00 p.m.

**Date:** Tuesday, March 4, 2008

### **CONSTRUCTION OPPORTUNITIES**

#### *Find out about upcoming construction projects*

Hear from local agencies and government prime contractors about current and upcoming construction projects. Learn about project schedules, requirements to do business, and trade areas needed.

**Instructor:** Ralph Ibarra & agency representatives

**Outcome:** Information about upcoming opportunities.

**Date:** Wednesday, April 16, 2008

**Date:** Wednesday, June 11, 2008

**Date:** Wednesday, August 13, 2008

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## Responding to Opportunities

### HOW TO BID

#### *How to bid and quote government projects*

This training will walk you through how to bid and quote on Seattle Public Schools and Sound Transit construction projects. Receive in-depth assistance with forms and requirements. Learn how each agency identifies contractors and evaluate your response.

**Instructor:** Ron English & Ralph Ibarra

**Outcome:** Gain confidence in responding to construction opportunities with Seattle Public Schools and Sound Transit.

**Date:** Wednesday, March 26, 2008

**Date:** Wednesday, June 18, 2008

### HOW TO BID CITY OF SEATTLE OPPORTUNITIES

#### *How to bid on work with the City of Seattle*

The City of Seattle will walk you through how to bid and quote on their projects. Receive in-depth assistance with their forms and requirements. Learn how they identify contractors and evaluate your response.

**Instructor:** City of Seattle

**Outcome:** Gain confidence in responding to opportunities with the City of Seattle.

**Date:** Wednesday, May 14, 2008



# Contracting

## Meeting Contract Requirements

### CHANGE ORDERS & NEGOTIATIONS

#### *Prepare your business to ensure payment for work performed*

There is a process that must be followed in order to get paid on unexpected events that cause you to go outside your contract. Learn what the limitations are on what you can add to your contract and what is allowed. Learn how to set yourself up right so you can get paid on those allowable additions. This training is developed for construction contractors.

**Instructor:** Ron English & Steve Rapkoch

**Outcome:** Know what additional expenses can be added to a contract and how to ensure you get paid on those additions.

**Date:** Wednesday, April 23, 2008

**Date:** Wednesday, July 16, 2008

### PREVAILING WAGES & CERTIFIED PAYROLL

#### *Learn what is required for government contracting*

Government contracts or sub-contracts in construction require prevailing wages & certified payroll. Not meeting requirements can affect future business opportunities, getting paid on time, and can have legal ramifications. This class will prepare you to meet all of your requirements with ease. This training is designed for construction contractors.

**Instructor:** Steve Rapkoch

**Outcome:** Have a system in place to be in compliance with prevailing wage requirements.

**Date:** Wednesday, May 7, 2008

**Date:** Wednesday, August 6, 2008

# Contracting

## Meeting Contract Requirements

### **BONDING**

#### *Learn about special bonding requirements*

Do you know about payment and performance bonds? Learn about bond requirements for government projects and how they affect the size of jobs available to your business. Identify what information you need to gather for a bond agent and why. This training is typically for construction contractors, janitorial, and information technology.

**Instructor:** Steve Rapkoch

**Outcome:** Discover what payment and performance bonds are, when they are required, and what fits your business needs.

**Date:** Wednesday, March 19, 2008

**Date:** Wednesday, July 23, 2008

### **COST ESTIMATING & TAKE OFFS**

#### *Learn how to take the right steps to improve profitability*

Learn how to analyze an opportunity so that your pricing is accurate. Learn how to do cost estimating and take offs. This class will help you avoid pitfalls that will get you in trouble financially or affect your work schedule. This training is developed for construction contractors.

**Instructor:** Lloyd Singleton

**Outcome:** Discover the tricks to cost estimating and take offs.

**Date:** Thursday, May 29, 2008

**Date:** Wednesday, July 9, 2008



**City of Seattle**

## Business Basics

### BUSINESS PLANNING I: FOUNDATION

#### *Lay the foundation to meet your long-term goals*

Whether you are thinking about starting a business or have been in business for 10 years, many businesses do not have a business plan or all of their required documentation. Learn the reasons why developing your business plan is important and an overview on how to write the plan. This class will walk you through your business licensing requirements, insurance, tax requirements, and other topics core to your business.

**Instructor:** Carole Butkus & Ann Robinson

**Outcome:** Copies of your core requirements, basic understanding of what they are and why you need them, websites for templates, and sample documents.

**Requirement:** Memory Stick

**Date:** Thursday, March 27, 2008

### BUSINESS PLANNING II: MANAGEMENT

#### *Plan for success with the right organizational structure*

In this class, you will learn how to develop the management related portions of your business plan including operations, business ownership types, employees, organizational charts, key advisors, and SWOT analysis.

**Instructor:** Carole Butkus

**Outcome:** Ability to develop the management-related portions of your business plan.

**Requirement:** Business Planning I: Foundation or equivalent.

**Date:** Wednesday, April 9, 2008

# Management

## Business Basics

### **PURCHASING TECHNOLOGY FOR YOUR BUSINESS**

#### *Save money and time with the right solutions*

Learn what technology you actually need to invest in and how that will impact your business. Learn how to identify what to buy, how much to pay for it, and tricks of how to get good deals.

**Instructor:** Ann Robinson

**Outcomes:** Cheat sheet for your technology needs and how to feel comfortable asking for what you want.

**Requirement:** Memory Stick

**Date:** Thursday, August 14, 2008

### **BUSINESS ASSESSMENT: MAXIMIZE PROFIT**

#### *Developing the right business strategy*

Many business owners grow too fast and put themselves out of business or too slowly and do not generate enough revenue. Learn how to grow your business for long term success. Understand the financial risks and benefits of bidding on opportunities. Learn how to assess which opportunities are money makers for your business and which ones will put you out of business.

**Instructor:** Audrey Godwin, CPA

**Outcomes:** First phase growth strategy for your business.

**Date:** Thursday, March 13, 2008

**Date:** Wednesday, May 21, 2008



## Managing Projects with Microsoft Project

### MICROSOFT PROJECT® I - IV

#### *Series for managing projects with MS Project*

#### *Session I: Learn the basic concepts of Project Management*

Learn why project management is important and how to manage projects for your business. Learn the basic features of Microsoft Project. Learn how to create and modify project tasks.

**Date:** Tuesday, May 6, 2008

#### *Session II: Adjust task to meet project needs*

Improve your skills with adjusting task duration and assigning resources to MS project tasks. Learn how this applies to your business and how to leverage these tools to be more affective.

**Date:** Thursday, May 8, 2008

#### *Session III: Estimating in Microsoft Project*

Learn how to add costs to tasks and develop the overall project budget. Learn how to utilize Microsoft Project for project scheduling and estimating.

**Date:** Tuesday, May 13, 2008

#### *Session IV: Reporting functions in MS Project*

Learn how to create and use reporting functions of Microsoft Project. Look more professional when working with project managers by being able to show them your project time lines. Feel more comfortable reviewing information they present to you.

**Date:** Thursday, May 15, 2008

**Instructor:** Jerome Polite

**Outcome:** Understand the basic concepts of project management and how to utilize MS Project to manage projects.

**Requirement:** Pre-registration & Memory Stick

**Pre-registration is mandatory** for Microsoft Project Courses.

# Management

## Advanced Strategies

### ADVANCED TRAINING: GROWTH STRATEGIES

#### *How to grow established firms to the next level*

Have you already performed successfully on smaller contracts? Do you feel you are ready to take on larger sized projects, but have restrictions such as staffing, bonding, or capitalization? Learn strategies for growing your business including hiring contractors, joint venturing, teaming, mentor-protégé arrangements, and sub-contracting.

**Instructor:** Ralph Ibarra

**Outcomes:** Have a better idea if you want to jump start growth through one of the learned methods and how to start.

**Date:** Tuesday, April 22, 2008

### ADVANCED TRAINING: TEAMING & JV

#### *Learn how to develop teaming and joint venturing agreements*

Before you pay thousands of dollars to an attorney take this class to learn how to develop your own agreement. We still suggest having an attorney review it, but this will save you a lot of money.

**Instructor:** Ralph Ibarra & Michael Galletch, attorney

**Outcomes:** A questionnaire you can review to determine if it makes sense to take a contract.

**Date:** Thursday, April 24, 2008

**Success!!**



# Financial

## Invoicing & Excel

### **MICROSOFT EXCEL®**

*Understanding the capabilities of Office for the beginner user*

Excel includes the following: working with Excel, organizing data, performing calculations on data, analyzing data, working with pivot table and working with graphics and charts.

**Instructor:** Ann Robinson

**Outcome:** Understand basic formatting, cell and ranges. Create simple charts, graphics and set up printing.

**Requirement:** Memory Stick

**Date:** Thursday, March 20, 2008

**Date:** Thursday, May 22, 2008

### **INVOICING WITH EXCEL**

*Learn the payment process and how to invoice correctly*

Once you have sold a product or provided the service, its invoice time. Because invoices are such an important part of your business records, it's important to get them right. We will walk you through the invoice process and highlight information that has to be on your invoice. Also, learn the secrets of one of the most powerful spreadsheet applications in our Small Business Development Program.

**Instructor:** Ann Robinson & Cheryl Graves

**Outcome:** Understand government payment processes and how to create a professional invoice.

**Requirement:** Microsoft Excel or equivalent. Memory Stick

**Date:** Tuesday, March 25, 2008, **6:00 p.m.—7:30 p.m.**

**Date:** Wednesday, May 28, 2008, **6:00 p.m.—7:30 p.m.**

**Date:** Thursday, July 24, 2007, **6:00 p.m.—7:30 p.m.**

## Understanding your Financials

### UNDERSTANDING FINANCIAL STATEMENTS

#### *Understanding how financial statements work*

Businesses are evaluated by their financial statements. Learn where the numbers come from, what statements they appear on, and how to use the Balance Sheet and Profit and Loss reports. Understand how the Balance Sheet tells the financial history of a business.

**Instructor:** Shelly Robbins, Certified QuickBooks ProAdvisor

**Outcome:** Understand what information appears on the Balance Sheet and Profit and Loss reports.

**Date:** Tuesday, March 11, 2008

**Date:** Tuesday, May 27, 2008

### UNDERSTANDING YOUR CASH POSITION

#### *Learn how to manage your cash*

Lenders often take weeks to months to approve loan packages and disperse funds. Learn how to understand what your current and future cash position is and how to prepare for short falls. This is a hands-on class in Microsoft Excel®.

**Instructor:** Audrey Godwin, CPA

**Outcome:** Cash Flow projection for your company in MS Excel.

**Requirement:** Memory Stick

**Date:** Tuesday, April 29, 2008

**Date:** Tuesday, July 29, 2008





***Availability is not guaranteed.***

Pre-registration is mandatory for this class. There are a limited number of companies that can

participate. Please be respectful of others and only register if you will participate in the full series.

### **QUICKBOOK® SERIES**

#### ***Hands-on QuickBooks Learning***

This 6-session training course will teach you how to use QuickBooks to manage your company's bookkeeping needs. You will learn how to set up QuickBooks to track your job costs and overall profitability, and to establish regular accounting procedures. **This class covers Job Costing; typically for construction or other industries that need to track multiple costs to specific job.**

### **WEEK 1**

#### ***Session I***

Introduction to using QuickBooks for Job Costing. Learn how to set up accounts, items, payroll items, and customers to track job profitability.

**Date:** Tuesday, April 1, 2008

Date: Tuesday, June 3, 2008

#### ***Session II***

Learn to create and track estimates, and different methods for invoicing. Determine which procedures will work best for your company. Learn to enter and pay job-related bills.

**Date:** Thursday, April 3, 2008

**Date:** Thursday, June 5, 2008

# Financial

## Quick Books

### WEEK 2

#### *Session III*

Learn to automatically track billed and unbilled job costs, run reports, enter billable hours worked, and practice creating estimates and invoices.

**Date:** Tuesday, April 8, 2008      **Date:** Tuesday, June 10, 2008

#### *Session IV*

Learn to enter payments from customers and track your Accounts Receivable.

**Date:** Thursday, April 10, 2008      **Date:** Thursday, June 12, 2008

### WEEK 3

#### *Session V*

Learn to enter non-billable expenses, payments on loans and credit cards, and transfer funds between accounts

**Date:** Tuesday, April 15, 2008      **Date:** Tuesday, June 17, 2008

#### *Session VI*

Learn to reconcile bank and credit card accounts, create Profit and Loss and Balance Sheet reports, and back-up your QuickBooks data.

**Date:** Thursday, April 17, 2008      **Date:** Thursday, June 19, 2008

**Instructor:** Shelly Robbins, Certified QuickBooks ProAdvisor

**Outcome:** Know how to set up and use QuickBooks for job costing, establish the bookkeeping procedures for your company, and how to reconcile accounts. Includes Trial Version of QuickBooks and the book by Intuit, "QuickBooks Learning Guide".

**Requirement:** Pre-registration confirmed with Seattle Public Schools.

## Understanding Your Financial Position

### **BUSINESS PLANNING IV: FINANCIAL**

#### *Understanding the financial component of the business plan*

This class will teach you about the financial aspect of the business, and how to develop the financial projections required in your business plan.

**Instructor:** Carole Butkus

**Outcome:** The first draft of your financial projections for your business plan.

**Requirement:** Business Planning I or equivalent. Memory Stick.

**Date:** Wednesday, July 2, 2008

### **PREPARING FOR BUSINESS LENDING**

#### *Learn how lenders evaluate businesses; am I lending ready?*

Learn about the 5 C's of financing. Learn how lenders look at your cash flow, how your capacity is evaluated, how capital investment is viewed, and how collateral is calculated.

**Instructor:** Carole Butkus

**Outcome:** Understand your loan package, how to put it together, and how it is evaluated.

**Requirement:** Understanding your Cash Position or equivalent.

**Date:** Wednesday, May 28, 2008, **7:30 p.m.—9:00 p.m.**

**Date:** Thursday, July 24, 2008, **7:30 p.m.—9:00 p.m.**



## Understanding Financial Statements

### DEVELOPING LENDING RELATIONSHIPS

#### *Loan package evaluation and feedback.*

These one-on-one sessions happens prior to the Construction Opportunities event and provide feedback from lenders about your loan readiness.

**Facilitator:** Carole Butkus

**Outcome:** Lending relationships and a better understanding of how to strengthen your lending opportunities.

**Requirement:** Preparing for Business Lending or equivalent. Pre-registration.

*One-on-one sessions  
with lenders prior to  
the Construction  
Opportunities event.*

**Date:** Wednesday, June 11, 2008,  
**5:00 p.m.—6:00 p.m.**

**Date:** Wednesday, August 13, 2008,  
**5:00 p.m.—6:00 p.m.**

# Financial

## Advanced Financial Training

### ADVANCED TRAINING: FINANCIAL MANAGEMENT

#### *Understanding your financial statements*

An in-depth look at understanding your financial statements and the story behind the numbers. Use this information to “fine tune” your management decisions.

**Instructor:** Patrice C. Smith, CPA

**Outcome:** Be better prepared to protect the future of your business by understanding solvency, risk and efficiency, the cash cycle, and the relationship between costs, volume and price.

**Requirement:** Financial Statements I or equivalent. A copy of your financial statements if you have them (otherwise a sample company will be provided for you).

**Date:** Tuesday, March 18, 2008

### ADVANCED TRAINING: PROFIT STRATEGIES

#### *Learn how to manage your profit*

Do you know if you are profitable? Do you know if taking on more projects will make you more or less money? Whether you are looking at buying new equipment, hiring an employee, or taking on a new contract it is important to plan for profitable changes in your business.

**Instructor:** Audrey Godwin, CPA

**Outcome:** Profit and loss projections in Excel.

**Requirement:** Understanding your Cash Position or equivalent. Memory Stick.

**Date:** Thursday, May 1, 2008

**Date:** Thursday, July 31, 2008

## Word & Competitiveness

### **MICROSOFT WORD®**

#### *Overview of Microsoft Word for the beginner user*

Learn the basics of Microsoft word. MS Word is a word processing program available on many platforms, including Windows and Macintosh systems.

**Instructor:** Ann Robinson

**Outcome:** Use and understand basic relevant functions of MS Word. Apply your MS Word knowledge and hands-on exposure in the classroom, understand key business applications for the improvement of your business skills.

**Date:** Tuesday, March 18, 2008

**Date:** Tuesday, May 20, 2008

### **UNDERSTANDING YOUR COMPETITION**

#### *Learn how to make your business more competitive*

Hands-on activities to identify your competition. Learn how to evaluate their offerings and how they promote their business. Identify their strengths and weaknesses.

**Instructor:** Ann Robinson

**Outcome:** Identify your competition.

**Requirement:** Memory Stick

**Date:** Tuesday, April 22, 2008

**Date:** Tuesday, August 12, 2008



## Effective Marketing

### DEVELOPING EFFECTIVE MARKETING MATERIALS

#### *Develop basic marketing materials*

First impressions are everything. Develop a professional business card and one page business profile for different target audiences.

**Instructor:** Ann Robinson

**Outcome:** Improved look for all aspects of your business. First draft of a professional business card and business profile.

**Requirement:** Memory Stick

**Date:** Tuesday, July 1, 2008

### WINNING MARKETING TECHNIQUES

#### *How to focus your time and energy*

Identify your target customers and your value proposition. Identify on-line resources to track industry trends for your business. Find networking events on-line and learn how to determine which events are worth your time. Learn tips for following up with potential customers.

**Instructor:** Ann Robinson

**Outcome:** Identify your target market & sources for networking events.

**Requirement:** Memory Stick

**Date:** Thursday, April 24, 2008



# Marketing

## Promoting your Business

### **BUSINESS PLANNING III: MARKETING**

#### *How to create a successful marketing plan*

In this class, you will learn how to develop the marketing sections of your business plan, including products/services, competition, target market, industry, and other aspects of marketing. You will learn how to develop sales projections and a marketing budget.

**Instructor:** Carole Butkus

**Outcome:** Clearer understanding of how your marketing plan impacts your revenue and a start of a successful marketing plan.

**Date:** Wednesday, June 4, 2008

### **BENEFITS AND LIMITATIONS OF CERTIFICATION**

#### *Learn about certifications for business ownership and location*

Learn which certifications are available and their benefits and limitations. Learn what it takes to get certified as a small, woman owned, minority, veteran, service disabled veteran, historically underutilized business, and Hub Zone business. Learn who assesses your business and how they will evaluate your firm.

**Instructor:** Erin Nielsen

**Outcome:** Understand what certifications are available, likelihood of qualifying, and benefits and limitations of certification.

**Date:** Thursday, March 6, 2008

## Professional Website

### SETTING UP A PROFESSIONAL WEBSITE

#### *How to obtain a professional website*

Developing what you want your website to say and how to ensure it meets your objectives is important. This class is intended to help you set up a professional, powerful website, that meets your needs without having to be a techie or an artist.

**Instructor:** Ann Robinson

**Outcome:** Content and navigation ideas for your website and knowledge of how to get a site set up.

**Requirement:** Competition & Target Market class strongly encouraged. Memory Stick.

**Date:** Thursday, June 26, 2008

# Success!!



# Human Resources

## Hiring & Following the Law

### FINDING THE RIGHT PEOPLE

#### *Identify how to find the right people and interview successfully*

Learn strategies for find the right people, attracting them to your business, and hiring. Receive assistance with identifying employees in your company that are bringing your business down and how to let them go. Learn tips for determining what type of employees are the best fit: full-time, part-time, or contract employee.

**Instructor:** Laurie Taylor

**Outcome:** Increased comfort with hiring and firing.

**Date:** Wednesday, April 30, 2008

### FOLLOWING THE LAW

#### *Learn about legal requirements and resources*

Learn the basic legal requirements in hiring, managing, and firing employees. Learn where to find answers to specific question.

**Instructor:** Laurie Taylor

**Outcome:** Feel comfortable about the core legal requirements tied to employees.

**Date:** Tuesday, July 8, 2008



## HR Management and Safety

### EFFECTIVELY MANAGE EMPLOYEES

#### *Learn effective management styles*

Learn how to motivate and manage your employees. Know if your hard work and efforts towards rewarding your employees will have the impact you desire. Learn different techniques in a changing business environment.

**Instructor:** Laurie Taylor

**Outcome:** Learn strategies for retaining quality employees

**Date:** Thursday, July 10, 2008

### RISK & SAFETY

#### *Learn ways to manage your risk and keep your job site safe*

Learn the basics of risk management in the construction industry. This class will walk you through how to identify construction risk and exposure, develop a strategy for minimizing potential loss, and how to implement that strategy. Learn about construction safety, OSHA compliance, and additional resources for your trade specialty. Learn what businesses are doing to make their job site safer.

**Instructor:** Steve Rapkoch

**Outcome:** Plan for minimizing your risk and keeping your staff safe.

**Date:** Wednesday, March 12, 2008

**Date:** Wednesday, July 30, 2008



# Additional Training

## Additional Training

### SMART

#### *Preventing Accidents Through Education*

SMART is a non-profit association dedicated to promoting safety for all industries. SMART provides you with the tools necessary to reduce occupational injuries and prevent accidents from occurring. Training is affordable through SMART or **free** for firms who have completed the core training for the Regional Small Business Development Program. Please contact Cheryl Graves at 206-252-0561 for qualifying for free training and registration information.

Classes that qualify as free under the Small Business Development Program include the following:

- CPR/First Aid Certification
- CPR/First Aid Certification in Spanish
- Excavation, Trenching, Shoring & Confined Space Entry
- Fall Protection
- Flagger Certification
- Personal Safety Training: Situational Awareness, Strategy and Skills
- Accident Response & Investigation
- Anti-Harassment & Discrimination for Supervisors
- Defensive Driving
- Drug & Alcohol Awareness for Supervisors
- Violence in the Workplace

*For more information about classes available through SMART please visit [www.smartwa.org](http://www.smartwa.org).*



## Apprenticeship



### **SEATTLE PUBLIC SCHOOL DISTRICT APPRENTICESHIP PROGRAM**

#### *Learn more about a career in construction*

The Seattle Public School District apprenticeship preparation program is geared towards preparing students and young people for the workforce. The program accept Seattle Public school students, graduates and other young people. In addition, the program provides support services to all participants which includes: physical assessment, drug testing, math assessment and drivers license retrieval and assistance. Anyone who is deficit in any of these areas, we provide support services to overcome the deficiency. The Seattle Public School District also has a direct hire program, where the School District is able to directly place qualified students in apprenticeship opportunities in the workforce, where available.

For more information please contact:

**Charles Rolland**

**(206) 323-0458**

**Rolland@cablespeed.com**

**For more information about other apprenticeship programs, requirements, and opportunities, contact:**

#### **King County**

Seattle/King County Building Trades Council 206-441-0550

#### **Local WorkSource affiliates:**

Auburn 253-804-1128

Downtown Seattle 206-436-8304

North Seattle 206-440-2500

Rainier 206-721-6070

Renton 206-205-3644

South Seattle 206-764-5822

# Apprenticeship

## Apprenticeship

### APPRENTICE

#### *Learn more about a career in construction*

Dozens of large construction jobs are underway in the region, with many more in the works. At the same time, one-third of the current construction workforce is nearing retirement age. Together, these realities mean that it's critical to train the next generation of the regions construction workforce.

If you are considering a career in construction, or know someone who might be, a good first stop is Washington State's Construction Center for Excellence. Located in Renton Community College, it's a clearinghouse for information about construction workforce education and training. You can learn more by calling 425-232-2352 ext. 5582, or online at [www.rtc.edu/communityresources/cce](http://www.rtc.edu/communityresources/cce).

Pre-apprenticeship programs offer job readiness training to help people develop the skills needed to enter and succeed in paid apprenticeship programs. While not every apprenticeship candidate needs pre-apprenticeship training, it provides a stepping stone for those who need it.

If you are unsure where to start, contact the Apprentice Opportunity Project at 206-381-1384.

Our partners, the labor unions and construction contractors, support apprenticeship programs that offer paid training under direct supervision of skilled trades workers. Apprenticeship can be a great way to 'learn while you earn' and prepare for a rewarding career.

# Partners

## Partners

### **THE ASSOCIATED GENERAL CONTRACTORS OF AMERICA (AGC)**

AGC is the leading national construction trade association representing all facets of commercial construction for both public and private entities including building, Navy, Highways, and Municipal projects.

*<http://www.agc.org/>*

### **WASHINGTON BUSINESS CENTER (WBC)**

WBC provides technical consulting services to small businesses in **all industries** (for a full list of services please visit their website). Assistance is available for free.

*Phone: 206-324-4330, Fax: 206-324-4322  
info@seattleccd.com, www.seattleccd.com*

### **CONTRACTOR RESOURCE CENTER (CRC)**

The CRC provides technical consulting services to small businesses in the **construction industry**. They can assist with filling out and submitting the Regional Small Business Development Program application. They also provide assistance with apprentice programs. Their services are available for free.

*Phone: 206-329-7804, Fax: 206-568-5121, CRC5000@yahoo.com  
Address: 25522 East Cherry Street, Seattle, WA 98122*

## Partners

### **URBAN LEAGUE METROPOLITAN SEATTLE/ CONTRACTOR DEVELOPMENT AND COMPETITIVENESS CENTER (ULMS/CDCC)**

The ULMS/CDCC provides technical consulting services to small businesses in the **construction industry** (for a full list of services please visit their website). The ULMS/CDCC is available to assist with filling out and submitting the Regional Small Business Development Program application.

*\*A small membership fee may be required*

*Phone: 206-323-0721, Fax: 206-323-0793  
piper@cdcccontractors.com, www.urbanleague.org*

### **WASHINGTON STATE PROCUREMENT TECHNICAL ASSISTANCE CENTER (PTAC)**

The PTAC provides technical consulting services to small businesses in **all industries** (for a full list of services please visit their website). The PTAC is available to assist with filling out and submitting the Regional Small Business Development Program application. Assistance is available for free.

#### **Application Assistance for Washington**

*Phone: 425-248-4217, Fax: 425-745-5563,  
Email; malshaer@snoedc.org*

#### **King County Technical Assistance**

*206-324-4330 x122,*

#### **Snohomish County Technical Assistance**

*425-248-4215*

#### **Pierce County Technical Assistance**

*253-722-5808*

*For other territories please visit [www.washingtonptac.org](http://www.washingtonptac.org).*

# Partners

## Partners

### **WILLIAM FACTORY SMALL BUSINESS INCUBATOR**

The William Factory provides technical consulting services to small businesses in **specialty trade construction, business services and applied technology sectors** (for a full list of services Please visit their website.)

*\*A small membership fee may be required*

*Phone: 253-722-5800, Fax 253-722-5801*

*colleen@williamfactory.com www.williamfactory.com*



## **Training Program Format**

### **Training Curriculum**

Training was developed around the concept of better preparing businesses where they typically have challenges in government contracting. Each training class identifies what attendees should gain from participating. Classes are in depth, provide hands-on applications, and are intended to reduce the amount of time required to implement management techniques.

### **Expectations**

Small business owners and employees have limited resources. While the training program is free of charge, it does cost valuable time. The members of the SBDP expect each class to save business owners substantial time in learning and implement business management topics. Businesses should leave classes with their needs met. While outside work is required, it is our goal to ensure significant preparation for implementing business enhancements is provided in class.

### **Actively participate**

Small business owners and employees should actively participate in class. Please register prior to the class and show up for classes that you signed up for. At the end of each class you will be provided with a survey to evaluate your instructor and the instruction topic. This will be your certificate of completion for the class and serve to ensure our quality expectations are met. Instructors will not be able to view names listed on survey forms.

**Please register by calling (206) 252-0561 or  
emailing [cgraves@seattleschools.org](mailto:cgraves@seattleschools.org).**

## **Instructors**

### **Ron English**

Deputy General Counsel of the Seattle School District, where his practice focuses on construction, real property and business matters. In more than 30 years as an attorney, Mr. English has represented public agencies and private clients in government contracts, construction disputes, intellectual property, municipal finance, real property and employment matters, and has delivered speeches and papers on a wide range of government contracting and construction topics.

### **Michael B. Galletch**

Principal in the law firm of Galletch & Fullington, PLLC. Mike has established a civil and commercial litigation and business practice. He has helped and advised individuals in forming and successfully operating a business, and on avoiding risk and litigation. When necessary, Mike has brought to successful disposition by arbitration or trial dozens of cases, both in federal courts and in various counties throughout the state. Mike was a founding member of the William L. Dwyer Inn of Court in Seattle, donates time as a mentor to start-up and emerging businesses.

### **Audrey Godwin, CPA**

Founder of The Godwin Group, PLLC a Certified Public Accounting and Business Advisory Services firm. As Chief Business Integrator for start up and small companies, she partners in building business profits and value through collaborative planning and implementation to minimize taxes and maximize growth. Audrey brings 20 years of experience working with businesses to build solid strategic plans and equipping them with the tactics to get the job done. She understands what drives business and how to turn reactionary transactions to strategic decisions.

## **Instructors**

### **Ralph B. Ibarra**

President of Marketeer Unlimited (a Bruno Enterprises company). Mr. Ibarra applies his business development and marketing skills in culturally relevant ways to achieve his client's business objectives. Principal industries served include aerospace, health care, law enforcement, and market-focused commercialization of intellectual property. Ralph is proficient in crafting strategies for advancing the contracting opportunities for small, minority-, women-, and veteran-owned business enterprises in private and public sectors.

### **Erin Nielsen**

Program Manager for the Washington State Procurement Technical Assistance Center (PTAC) at the Snohomish County EDC. The program serves 1,000 small businesses per year through agreements with 8 non-profits. Last years efforts resulted in over \$160 million in contract awards for clients. She brings experienced from working with hundreds of businesses and learning why they succeed and fail.

### **Jerome Polite**

Seasoned Information Technology Project Manager. His most recent employment was with the Weyerhaeuser Corporation where he worked for the past 10 years as a Project Manager, System Designer, and held other Senior Strategic Planning positions in the corporate Information Technology Division. Jerome has over thirty-five years experience in Information Technology. He is an adjunct Professor at the University of Phoenix.

## **Instructors**

### **Shelly Robbins**

Founder of The QuickSource, Inc. specializing in QuickBooks® Software. Shelly's goal is to provide businesses with the people, resources, and information needed to make QuickBooks® a simple yet powerful tool to effectively manage the bookkeeping tasks and reporting needs for businesses. Shelly is a Certified QuickBooks® ProAdvisor.

### **Ann Robinson**

Project Manager with 20 years in Technology and Telecommunications. Ann has successfully worked in different Fortune companies, such as, The Boeing Company, AT&T Wireless, and King County. She is a small business owner of, Innovative Technology Solutions (ITS). She holds a B.S. in Computer Science and a MBA in Engineering Technology.

### **Steve Rapkoch**

Steve Rapkoch is the President of Pro Prep Enterprises, Inc. and a part-time member of the William Factory Small Business Incubator in Tacoma, Washington. Mr. Rapkoch has over 30 years experience managing and owning small business enterprises specifically in the building materials and construction industries. He holds a Bachelor of Science degree in Economics from Western Oregon University.

## **Instructors**

### **Patrice Smith, CPA**

Owner of Strategic CFO Services PLLC. Patrice has over 25 years experience working with entrepreneurial businesses. She was with the Seattle office of RSM McGladrey where she championed the external CFO consulting services for the firm. Patrice is a founding member of the Principal Alliance in North America, a global consortium of consulting accountants.

### **Loyd Singleton**

Loyd Singleton is a Professional Civil Engineer, and Manager of the Contracts and Standards Section for Seattle Public Utilities (SPU). He oversees the preparation of construction contracts and bidding documents for SPU, the Seattle Department of Transportation (SDOT), and Seattle City Light (SCL).

He has 30 years of experience working in Florida, Texas and Washington as a Design Drafter for consulting engineering firms, Project Manager/Estimator for utility contractor, Service Manager for an operating water and sewer company, a Planner/Scheduler for a prestressed concrete manufacturer, and as a Construction Manager for the City of Issaquah.

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