Small Business Workshops
Tuesday, 5:30–7:30 p.m. • January–April, 2016
Small Business Development Center
AGC Building • 3750 Bonita St.
$25 per session • Available by webconference

Sponsored by UAF Cooperative Extension Service, the Alaska Small Business Development Center, Alaska SCORE, Robinson & Ward, the Fairbanks Economic Development Corporation, the Small Business Administration and the Fairbanks Chamber of Commerce

Jan. 19 — Choosing a Bookkeeping Program/Best Practices
Selecting and setting up a bookkeeping program are critical to tracking and managing your business. This workshop will help you learn about what criteria to consider when selecting your program and how to structure your accounts. — Kelly Ward, CPA

Jan. 26 — Business Insurance for Small Businesses
Have you been wondering what type of insurance you need for your small business? This workshop will explain the basics of insuring your small business against risk and work to answer as many questions about your specific business as time allows. — Grace Becker and Brittany Hale, Hale and Associates

Jan. 28 — Taxes for Commission-Based Workers (This is on Thursday.)
Learn how to plan for, report and pay your taxes if you are a commission-based worker (e.g., realtor, consultant, etc.). — Kelly Ward, CPA

Feb. 2 — Budgeting/Cash Flow Planning
Learn how to develop a budget for your small business and manage and plan for cash flow throughout the year. — Kelly Ward, CPA

Feb. 9 — Credit/Debt Management
This workshop will help you learn how to read credit reports; look at the effects of loans and credit cards; and find out about building and managing your credit. — Kelly Ward, CPA

Feb. 16 — Living Within Your Means
Learn how to evaluate your income versus your expenses and live within that reality. — Kelly Ward, CPA

Feb. 23 — Payroll for Small Businesses
This workshop will show you how to work through the challenges and avoid the pitfalls of managing your payroll as a small business. — Kelly Ward, CPA

March 8 — Interpersonal Communications
Communications is an art and a key element of success in business. This workshop will discuss the basics elements of good interpersonal communications. — Kathryn Dodge, UAF, Economic Development Specialist

March 15 — Marketing
Find out what you need to know about marketing your small business. Learn about the marketing skills and tools that will create momentum in your business and learn how to determine who your customers are and how best to reach them. — Nadine Winters, Consultant

March 29 — Customer Service
Come and learn how you can provide great customer service that will lead to customer loyalty, expanded markets and increased profits. Find out about the art of turning “difficult customers” into your best “guests.” — Charlie Dexter, CTC, Applied Business

April 5 — Time Management
Learn how to prioritize and focus on the important, rather than responding to the urgent! — Charlie Dexter, CTC, Applied Business

To register, go to bit.ly/ces-workshops
For more information, contact Kathryn Dodge:
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