

“Entrepreneur Academy”

James Sprunt Community College Small Business Center

6:00 pm – 9:00 pm each session

What it takes to be a Successful Entrepreneur – Tuesday, July 28 Boyette Bldg. Room 113

Do you have what it takes to be a successful entrepreneur? This session will help you evaluate your skills, and discuss the process for turning the idea you have for a business into reality.

How to Start a Business - Tuesday, August 4 – Boyette Bldg. Room 149 (Library)

All of the requirements of starting a business, legal structure, business plan, market plans, web site presence, license, etc. will be shared.

How to Write a Business Plan - Tuesday, August 11 – Boyette Bldg. Room 113

The key components of a business plan and cash flow analysis will be discussed.

How to Finance Your Small Business – Tuesday, August 25 – Boyette Bldg. Room 113

This seminar provides facts about adequate financing for your small business. Topics include sources for business capital, selecting a bank and negotiating financing.

How to Market & Advertise Your Business – Tuesday, September 1 – Boyette Bldg.

Room 122 This seminar helps the small business owner develop an effective marketing program. Learn how to reach your target market with effective promotions, advertising, direct mail, telemarketing, Internet, personal selling, and public relations.

Tax Reporting Requirements for Small Businesses – Tuesday, September 8 –

Boyette Bldg. Room 113 This seminar will help small business owners with basic state and federal tax issues that arise in everyday business activity.

Recording Keeping for Small Businesses – Tuesday, September 15 – Boyette Bldg.

Room 113 This seminar will cover the basics of keeping complete and accurate records to manage the balance sheet, income statement, and cash flow of the business.

Certificate Requirements: Participants who attend all four sessions will receive a Certificate of Completion. Participants who are not interested in receiving a certificate are also welcome to attend.

Fundamentals of Supervision and Management

9:30 am – 12:30 pm each session

Monk Auditorium, Hoffler Building each session

Sexual Harassment in the Workplace –Friday, July 17 This session will define exactly what constitutes sexual harassment and identify other offensive behaviors that can be considered harassment. It will also explore the role of the manager in effectively managing sexual harassment situations.

Professional and Social Versatility - Thursday, August 6 Have fun polishing your presence while learning to effectively interact with various personality styles.

Coaching in the Workplace – Thursday, September 17 –Sometimes the day-to-day details of life overrun goals and dreams. If that is happening in your life, this session will get you back on the path that puts joy in your heart and bounce in your step.

“I Didn’t Sign Up For This!” – *Change in the Workplace* – Thursday, October 15

Are you having a hard time coping with all of the change in your work environment? Are you finding that your job is not exactly what you thought it would be? This session will provide tips and techniques for coping with change.

Certificate Requirements: Participants who attend all four sessions will receive a Certificate of Completion. Participants who are not interested in receiving a certificate are also welcome to attend.

How To Build a Small Green Business – Tuesday, September 15, 6:00 – 9:00 – Boyette Bldg. Room 113 – This seminar will assist participants in discovering several areas for and ways to start a business that not only is profitable, but also helpful to our environment. Sustainability and LEED certification will be reviewed.

Please reserve your seat by calling 910-296-2430 or sbc@jamesprunt.edu

“American Food Finds” Workshops

5:30 pm – 9:00 pm each session

**Duplin County Agricultural Service Center
(across from James Sprunt Community College)**

Learn How to Start Your Own Specialty Food Business!

Introduction to the Specialty Food Business – Wednesday, October 7 This session will provide a detailed overview of the specialty food business, market planning for your food business, and developing your product.

Food Production and Processing Operations - Wednesday, October 14 This session will review specialty food product regulations, nutritional labeling, food safety, and facility requirements.

Specialty Food Business Start-up and Operating Considerations - Wednesday, October 21 – This session will explore what it takes to be an entrepreneur, how to develop a business plan, start-up considerations, and the JSCC Incubator Kitchen.

The total cost to attend all three workshops is \$50 per person. This includes a workbook, the instruction, and a light dinner each evening. If you do not wish to attend all three classes, the cost is \$20 per session. Fees can be paid at registration on the first night. To reserve a seat in these workshops, call the James Sprunt Community College Small Business Center at 910-296-2430 or sbc@jamesprunt.edu.