



City of San Jacinto  
San Jacinto Community Center  
625 S. Pico Avenue

## SCHEDULE OF FREE BUSINESS WORKSHOPS

6:00-8:00 pm

FREE  
WORKSHOP

Tuesday, January 14, 2014 — Introduction to Quick Books

QuickBooks is the #1 small business financial software and an easy way to help your business succeed. Learn to manage your business and personal finances using QuickBooks. Instantly create invoices, pay bills, and track expenses all in one place.

Thursday, February 13, 2014 — Marketing Your Business

“Looking to increase your bottom line? Attend this workshop and learn how an effective marketing plan can help you increase your sales and profitability while efficiently managing your marketing dollar. Topics to be covered include Marketing Research Basics, Defining Your Customer, Market Targeting, Analyzing Your Competition, and Determining Your Market Mix.”

Tuesday, March 11, 2014 — Time Management Made Easy

If you're doing more and enjoying it less, it's time to make real choices about how and when to spend your time. This seminar gives you the tools to find balance, achieve your goals, and be more effective and productive. Attend this workshop and learn how to: plan your week to reduce stress and save time; organize your master project and 'to-do' lists so they are doable; break down your personal or business goals into bite-sized pieces.

Tuesday, April 8, 2014 — Business Writing Basics: Tips & Techniques for Clear and Concise Writing

Words do matter. If you've struggled to find the right words to engage, persuade, or inform your audience, this interactive workshop can help. Learn to take stress out of planning a writing project, and how to let your personality and business savvy guide your writing voice

Thursday, May 15, 2014 — Certifications for Your Business

There are numerous opportunities for small businesses to do business with the Government, Public, and Private Sector. This workshop will prepare you and give you the tools needed to make your business more competitive. In addition, the SBA will be discussing the SBA's 8(a) application. The 8(a) Program is a business development program created to help small businesses compete in the American economy and access the federal procurement market.

Wednesday, June 11, 2014 — The Basics to Linked In

You don't know what you don't know, and many business owners are just not sure how to use Linked-In to build relationships and gain trust. Attend this workshop to discover why Linked-In has become the mainstream business marketing tool of choice. Learn how Linked-In can boost your online visibility, increase your credibility, and position you as an expert in your industry.