

# March Seminars

- Kitchener
- Waterloo
- Cambridge
- Starter Company Program
- Small Business Community Network (SBCN)

| MONDAY   | TUESDAY   | WEDNESDAY  | THURSDAY   | FRIDAY  |
|--|---|--|--|---|
|  |   |  | 1  | 2   |
| 5<br><b>Wave Accounting Series – Workshop #2</b><br>Kitchener 9:20-11:30   | 6   | 7<br><b>Access to Professionals HR-</b> Kitchener 9:30-11:30 (by referral only)  | 8<br><b>International Women’s Day Breakfast -</b> Cambridge 9:30-12:00     | 9   |
| 12<br><b>Wave Accounting Series – Workshop #3</b><br>Kitchener 9:20-11:30<br><br><b>Business Plan Coaching</b> Kitchener 18:00-20:00 | 13<br><b>Startup Business Basics</b> Cambridge- 10:00-11:30<br><b>Starter Company Plus Information Session</b> Cambridge 11:30-12:30<br><br><b>Access to Professionals Etsy Sales &amp; Marketing-</b> Kitchener 9:30-11:30 (by referral only)        | 14<br><b>Startup Business Basics-</b> Kitchener 13:30-15:00<br><b>Starter Company Plus Information Session</b> Kitchener 15:00-16:00<br><b>Access to Professionals Accounting</b> Waterloo 9:30-11:30 am (by referral only)                              | 15<br><b>Startup Business Basics</b> Waterloo 10.00-11.30                  | 16  |
| 19   | 20<br><b>Access to Professionals Legal-</b> Kitchener 15:00-17:00 (by referral only)<br><br><b>Blogging Made Easy -</b> Kitchener 9:00-12:00<br><br><b>Employment Standards in Ontario –</b> Cambridge   Manufacturers 8:00-10:00   Other 11:00-13:00 | 21<br><b>Startup Business Basics-</b> Kitchener 16:30-18:00<br><b>Starter Company Plus Information Session</b> Kitchener 15:30-16:30<br><br><b>SBCN 19:00-21:00</b><br><br><b>Access to Professionals Legal-</b> Waterloo 14:00-16:00 (by referral only) | 22   | 23<br><b>Digital Bootcamp for Small Business</b> (details to come)<br><br><b>SATURDAY 24<sup>th</sup> Digital Bootcamp for Small business</b> (details to come) |
| 26   | 27<br><b>Contracts 101</b> Cambridge- 9:00-10:30  | 28<br><b>Access to Professionals Accounting-</b> Kitchener 9:30-11:30 (by referral only)<br><br><b>Startup Business Basics-</b> Kitchener 14:00-15:30<br><br><b>B2B Exchange –</b> Walper Hotel 17:30-19:30  | 29<br><b>Starter Company Plus Information Session</b> Waterloo 10:00-11:00 | 30  |

Register online [waterlooregionsmallbusiness.ca/events](http://waterlooregionsmallbusiness.ca/events) or by phone 519-741-2604

### **Startup Business Basics**

**Facilitated by: WRSBC Staff**

Starting a new business venture? Learn the necessary steps to start your business! Including:

- how to assess your entrepreneurial readiness
- the various forms of business ownership
- government regulations
- the importance of a business plan
- forecasting cash flow
- identifying your target market
- when and why to register for HST

### **Starter Company Plus Info Session**

**Facilitated by: WRSBC Staff**

Join us for an information session for Starter Company Plus. Businesses 0-3 years old, who are not enrolled in school or employed full time are eligible to apply to start, expand, or purchase a business. The Starter Company Plus program provides:

- Training and business skills
- Mentorship, guidance, and coaching

### **Access to Professionals**

**Facilitated by: WRSBC Staff**

Through this unique program, entrepreneurs receive business solutions and advisory services relating to their business during a 40 minute one-on-one consultation. One-on-one consultations are by referral only and include:

- Legal - Giffen LLP Lawyers
- Accounting – AcCloud, MAC, Beverly Brown
- Etsy Online Sales/Marketing - Jessica Murphy, Rawkette
- Operations/Growth Consultant - Ada Y. Barlatt, OperationsAlly
- Social Media Marketing- Mallory Manchur, Mal&Co

Please contact our office to book an appointment; fee is refundable upon arrival for legal and accounting consultations only. To cancel, please contact us before noon on the Friday before the scheduled appointment. Cash payment is \$20+HST; online payment is \$22+HST.

### **SBCN Networking Group**

**Facilitated by: SBCN**

Welcome to the Small Business Community Network (SBCN) Relationship building • Networking with a purpose • Social media

We are your catalysts for continual growth and your connection to the business community across Canada. Enjoy business-to-business networking, mentoring, monthly seminars, special events and conferences, small business articles, videos, and broadcasts.

### **WAVE Accounting Series – 3 workshops – Feb 26, March 5<sup>th</sup> & March 12<sup>th</sup> -\$75**

**Facilitated by: WAVE**

Struggling to keep your bookkeeping and financing records up to date? This series of workshops is ideal for small business owners, freelancers, artists and professionals who want to maintain their records, send invoices from your phone, create a data base of customers, scan receipts, and generate timely reports through Wave Accounting. Wave Accounting is a free software recommended for small business.

### **International Women's Day - \$25**

**Facilitated by: WRSBC**

March 8th is International Women's Day and we are celebrating with an event to inspire and empower the women of Waterloo Region. This event features speakers who will inspire and empower you to follow your dreams and continue to press forward and progress gender parity. Hear stories from: Vanessa & Melissa, Tahani Aburaneh, Cat Coode. A full breakfast is included in your ticket, so grab one of your gals (or many!) and join us for a morning of celebrating women.

### **Contracts 101**

**Facilitated by: WRSBC**

This seminar will provide small business owners with information about hiring and terminating employees, the Employment Standards Act, the importance of proper employment contracts, the legal differences between employees and independent contractors and an overview of independent contractor agreements.

### **Blogging Made Easy**

**Facilitated by: John Gregory**

A how-to guide to writing and optimizing a best practice blog post in less than 2-hours. Publishing regular content can be fun and easy. This practical step-by-step session will help you become a proficient blogger and help you build your brand's online authority.

### **Employment Standards in Ontario**

**Facilitated by: Ministry of Labour**

Learn more about the changes to Ontario's employment and labour laws and its impact on your business. Join us for a free session from the Ministry of Labour that will focus on the recent changes in Ontario. Some topics discussed will include: minimum wage, hours of work, overtime pay, public holidays, termination, vacation and leaves of absences with emphasis on the changes made as a result of Bill 148.