



SBC

Sandhills Community College

Small Business Center

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*Marilyn Neely
SBC Director*

The Small Business Center offers seminars designed for small business owners/employees and for prospective owners. These programs are funded by a grant from the NC Legislature to increase the success rate of small businesses. We invite you to visit our offices in Van Dusen Hall, room 101, on the SCC campus. Also available through the Small Business Center are resources (videos, books, CDs), one-on-one counseling, and referrals. Seminars are available at no cost but pre-registration is requested. Please call 910-695-3938 or email neelym@sandhills.edu.

SCORE BUSINESS SERIES

Business Basics – Do You Have the Right Stuff?

To persevere through the trials and tribulations of starting and running your own business, you will need the spirit and will of those original Mercury astronauts...The Right Stuff! In this seminar you will learn tips to running a successful business, pitfalls that will destroy your business and the many challenges that you must face head on.

#3611 SCORE Sept 7
103 Van Dusen T 6-9 pm

Business Basics – Great Beginnings

This seminar will point the new or potential business owner in the right direction, providing an overview of the importance of a business plan, financial record keeping, legal structure, financing alternative and risk management.

#3612 SCORE Sept 14
103 Van Dusen T 6-9:30 pm

Business Basics – Your Business Plan

Lenders know that without a business plan they cannot make a valid judgment about whether your business idea is a good one so come and learn how to write an effective plan.

#3613 SCORE Sept 21
103 Van Dusen T 6-9 pm

Business Basics – Marketing

Every savvy business person knows that without sales a business has no financial future. This seminar teaches marketing your business to success beginning with the day after the seminar.

#3614 SCORE Sept 28
103 Van Dusen T 6-9 pm

Business Basics – Accounting for You and Me

This seminar covers the working knowledge of basic accounting skills that can immediately be applied to your business. You will be reasonably knowledgeable of a Balance Sheet, Income Statement and Cash Flow Statement such that you can communicate and interact with your accountant for the purpose of managing your business more effectively.

#3615 SCORE Oct 5
103 Van Dusen T 6-9:30 pm

Business Basics – How to Get a Business Loan

Learn about the many forms of capital that are available and how to apply for them. A local bank loan officer will tell you exactly what is expected for a successful loan application. The Women's Business Center will be present to discuss the SBA Community Express loan programs.

#3616 SCORE Oct 12
103 Van Dusen T 6-9 pm

CERTIFICATE IN SUPERVISION & MANAGEMENT FUNDAMENTALS

Participants must complete all four seminars to receive a certificate from the Small Business Center.

Time Management

This workshop in time management shows exactly how to focus on high-payoff activities, eliminate time-wasting behavior and bypass procrastination. Learn to use five resources to your advantage, how to have short, productive meetings, how to delegate, how to stay on target, and how to handle difficult people.

#3617 M. Collins Oct 6
Van Dusen 103 W 1:30-4:30 pm

What Every Supervisor Should Know

This seminar will be helpful for managers that have not received formal training, are in their first management position or find it uncomfortable managing employees who might have been their peers in the past. This seminar can help any manager identify the specific issues that create problem employees and how managers can deal with stress.

#3618 M. Collins Oct 13
Van Dusen 103 W 1:30-4:30 pm

Managing Unacceptable Workplace Behavior

This seminar will help managers deal with unacceptable behavior in the workplace. Learn tips on handling angry and/or unmotivated employees who do not fulfill the goals of your company.

#3619 M. Collins Oct 20
Van Dusen 103 W 1:30-4:30 pm

Effective Communication in the Workplace

Communication is very important in today's businesses. Mike will cover emails, telephone and other types of correspondence that are used today and how our actions and body language can communicate with others.

#3620 M. Collins Oct 27
Van Dusen 103 W 1:30-4:30 pm



SMALL BUSINESS CENTER

MOORE COUNTY CLASSES

Being a Board That is On Board

Learn about being on a non profit board and the duties and responsibilities that it entails.

#3621 S. Gore Sept 9
Van Dusen 103 Th 6-9 pm

Essentials of Fundraising for the Non Profit

This seminar will help non profits plan a fundraising strategy, assemble the right people, technology and other tools to maximize returns, attract supporters, and ask for donations.

#3622 S. Gore Sept 16
Van Dusen 103 Th 6-9 pm

Doing Business With the Government

Learn how to connect with federal and state solicitations and the basics of bidding for contracts.

#3623 R. Barbour Sept 22
Van Dusen 103 W 9-12 noon

Outstanding Customer Service

Learn by offering great service you how to with difficult people better and work more efficiently.

#3624 M. Collins Sept 23
Van Dusen 103 Th 1:30-4:30 pm

Best Small Businesses to Start

What would be the best businesses to start in our economic times? Learn the 'hot' businesses that will grow in the coming years.

#3625 M. Collins Sept 23
Van Dusen 103 Th 6-9 pm

Tax Implications for Starting a Business

Get your business off on the right foot by complying with North Carolina tax laws from the beginning.

#3626 NC DOR Sept 30
Van Dusen 103 Th 6-8 pm

Being Green in Business

Understand what being green means in your business and home. Tom Panek is the owner of Dream Home Designs and a member of the Moore County Homebuilders Association.

#3627 T. Panek Oct 14
Van Dusen 103 Th 6-9 pm

15 Common Mistakes That Undermine a Business

Learn the mistakes that businesses make in opening or operating a business from Bob Moore.

#3628 B. Moore Oct 19
Van Dusen 103 T 6-9 pm

Marketing on a Shoestring

Do you wonder how to successfully market your business without spending a fortune? Let Jim talk with you about your business and some of the marketing tips that won't break the bank!

#3629 J. Pettit Oct 21
Van Dusen 103 Th 6-9 pm

Uncovering the Leader in You

Diane Wolfe will teach you how to apply her leadership principals to our lives, from overcoming shyness to developing communication skills to handling the negative, and helps to uncover the leader within!

#3630 D. Wolfe Nov 3
Van Dusen 103 W 1:30-4:30 pm

Team Building – From Me to We

Communication is the foundation of teamwork and many times it seems like team members are speaking a foreign language. This class will give you the tools to not only communicate effectively with all team members but also provide insight into who would work well together as an effective team and how to manage the team's dynamics.

#3631 J. Mullis Nov 11
Van Dusen 103 Th 1:30-4:30 pm

HOKE COUNTY CLASSES

Communication Skills

Communication is very important in today's businesses. Covered will be emails, telephone and other types of correspondence that are used today and how our actions and body language can communicate with others.

#3632 C. Matthews Oct 7
Blue Springs CDC* Th 6-8:30 pm

Starting a Non Profit Organization

This seminar is for those looking to start a non-profit organization. You will learn the basics and definition of a non profit, the steps to formation, forms & documents and running your first board meeting.

#3633 S. Gore Oct 23
Hoke County Library** Sa 9-12 pm

Leadership Skills

Learn about the leadership styles being used today and how to bring out the leader in yourself.

#3634 C. Matthews Oct 26
Blue Springs CDC* T 6-8:30 pm

Best Small Businesses to Start

What would be the best businesses to start in our economic times? Learn the 'hot' businesses that will grow in the coming years.

#3635 M. Collins Nov 18
Blue Springs CDC* Th 6-9 pm

*Blue Springs CDC is located at 114 N Main St. in Raeford.

**Hoke County Library is located at 334 N Main St. in Raeford.