



# JANUARY

## MANAGEMENT TRAINING CALENDAR

Santa Ana District Office, 200 W. Santa Ana Blvd., Suite 700, Santa Ana, CA 92701 (714) 550-7420  
SBA District Website: [www.sba.gov/ca/santa](http://www.sba.gov/ca/santa)  
Serving Orange, Riverside, and San Bernardino Counties

<u>DATE/TIME</u>	<u>SUBJECT</u>	<u>FEE</u>	<u>LOCATION</u>	<u>CONTACT NUMBER</u>
January 5, 2010 Tuesday 9 am to 12 Noon Pre-registration Recommended	<b>Computer Maintenance for the Small Business</b>	\$30 if registered online by 01/4 \$40 at the door	National University 3390 Harbor Blvd. Costa Mesa, 92626	Orange County SCORE 714-550-7369 or <a href="http://www.score114.org">www.score114.org</a> or <a href="mailto:workshops@score114.org">workshops@score114.org</a>
January 5, 2010 Tuesday 9 am to 12 Noon Pre-registration <b>REQUIRED</b>	<b>Seven Habits of Highly Effective People</b> – <i>Cosponsored by Fredericks Benefits</i>	<b>FREE</b>	Inland Empire SBDC 1201 Research Park Drive, Ste. 100 Riverside, CA 92507	Inland Empire SBDC 951-781-2345 or <a href="http://www.iesmallbusiness.com">www.iesmallbusiness.com</a>
January 7, 2010 Thursday 9 am to 11 am Pre-registration <b>REQUIRED</b>	<b>How to Start Your Small Business</b> – <i>Cosponsored by the City of Rancho Cucamonga</i>	<b>FREE</b>	Rancho Cucamonga Chamber of Commerce 7945 Vineyard Avenue, Suite D-5 Rancho Cucamonga, CA 91730	Inland Empire SBDC 951-781-2345 or <a href="http://www.iesmallbusiness.com">www.iesmallbusiness.com</a>

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January 7, 2010 Thursday 5:30 pm to 8:45 pm Pre-registration Recommended	<b>Introduction to Internet Marketing</b> - Presented by Orange County SCORE	<b>FREE</b>	Heritage Park Regional Branch Orange County Library 14361 Yale Avenue Irvine, CA 92604	Orange County SCORE 714-550-7369 or <a href="http://www.score114.org">www.score114.org</a> or <a href="mailto:workshops@score114.org">workshops@score114.org</a>
January 12, 2010 Tuesday 9 am to 12 Noon Pre-registration Recommended	<b>Using QuickBooks – An Introduction</b>	\$30 if registered online by 01/11 \$40 at the door	National University 3390 Harbor Blvd. Costa Mesa, 92626	Orange County SCORE 714-550-7369 or <a href="http://www.score114.org">www.score114.org</a> or <a href="mailto:workshops@score114.org">workshops@score114.org</a>
January 12, 2010 Tuesday 9 am to 3:30 pm Pre-registration <b>REQUIRED</b>	<b>Federal &amp; State Basic Payroll Tax Seminar</b> – Cosponsored by the City of Chino	<b>FREE</b>	Carolyn Owens Community Center 13201 Central Avenue, Second Floor Chino, CA 91710	Inland Empire SBDC 951-781-2345 or <a href="http://www.iesmallbusiness.com">www.iesmallbusiness.com</a>
January 12, 2010 Tuesday 5:30 pm to 8:30 pm Pre-registration Recommended	<b>Networking – A Critical Skill</b> Presented by Orange County SCORE	<b>FREE</b>	San Juan Capistrano Branch Library La Sala Auditorium 31495 El Camino Real San Juan Capistrano, CA 92675	Orange County SCORE 714-550-7369 or <a href="http://www.score114.org">www.score114.org</a> or <a href="mailto:workshops@score114.org">workshops@score114.org</a>
January 12, 2010 Tuesday 7 pm to 9 pm Pre-registration Recommended	<b>Social Networking Easy 1,2,3!</b>	<b>FREE</b>	I.E.C.E. Business Resource Center 202 East Airport Drive, Suite 155 San Bernardino, CA 92408	Inland Empire Women's Business Center Carla Ulloa 909-890-1242 or <a href="mailto:culloa@iewbc.org">culloa@iewbc.org</a> or <a href="http://www.iewbc.org">www.iewbc.org</a>
January 13, 2010 Wednesday 6 pm to 9 pm Pre-registration Recommended	<b>The ABC's of Starting Your Own Business</b> – Presented by the Inland Empire Women's Business Center	<b>FREE</b>	Corona Public Library Community Room 650 S. Main Street Corona, CA 92882	Inland Empire Women's Business Center Carla Ulloa 909-890-1242 or <a href="mailto:culloa@iewbc.org">culloa@iewbc.org</a> or <a href="http://www.iewbc.org">www.iewbc.org</a>

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January 13, 2010 Wednesday 6 pm to 9 pm Pre-registration Recommended	<b>Develop a Winning Business Plan</b> – <i>Presented by Orange County SCORE</i>	<b>FREE</b>	Fullerton Public Library Osborne Auditorium 353 West Commonwealth Avenue Fullerton, CA 92832	Orange County SCORE 714-550-7369 or <a href="http://www.score114.org">www.score114.org</a> or <a href="mailto:workshops@score114.org">workshops@score114.org</a>
January 14, 2010 Thursday 9 am to 3:30 pm Pre-registration Recommended	<b>Federal / State Basic Payroll Tax Seminar</b> – <i>Cosponsored by the Employment Development Department (EDD) and Presented by the EDD and IRS</i>	<b>FREE</b>	Rancho Santiago Community College District Office 2323 North Broadway, Room 107 Santa Ana, CA 92706	Orange County SBDC 714-564-5200 or <a href="mailto:oc_sbdc@rscdd.org">oc_sbdc@rscdd.org</a> <a href="http://www.ocsbdc.com">www.ocsbdc.com</a>
January 14, 2010 Thursday 6 pm to 8:30 pm Pre-registration Recommended	<b>Essential Steps to Starting a Successful Business</b>	\$20	Rancho Santiago Community College District Office 2323 North Broadway, Room 107 Santa Ana, CA 92706	Orange County SBDC 714-564-5200 or <a href="mailto:oc_sbdc@rscdd.org">oc_sbdc@rscdd.org</a> <a href="http://www.ocsbdc.com">www.ocsbdc.com</a>
January 15, 2010 Friday 7 am to 10:30 am Pre-registration <b>REQUIRED</b>	<b>The Women in Business Breakfast Series – How to Stay Positive and Focused in Uncertain Times</b> - <i>Featuring Sarita Maybin, Professional Speaker and Author, will share 7 strategies for thriving on change; How to cope with situations that are beyond your control; 3 P's for staying positive; How to use "resiliency resources" to bounce back from adversity; and 5 ways to rekindle passion for your career</i>	\$30 advanced registration \$35 at the door <i>(exhibit table reservations add \$35)</i>	The Center Club – Costa Mesa 650 Town Center Drive Costa Mesa, CA 92626	SCORE 714-550-7369 or <a href="http://www.score114.org">www.score114.org</a>
January 16, 2010 Saturday 10 am to 4 pm Pre-registration <b>REQUIRED</b>	<b>Business Boot Camp: From Concept to Concrete</b>	\$30 if registered online by 01/15 \$40 at the door	Inland Empire SBDC 1201 Research Park Drive, Ste. 100 Riverside, CA 92507	Inland Empire SBDC 951-781-2345 or <a href="http://www.iesmallbusiness.com">www.iesmallbusiness.com</a>

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January 19, 2010 Tuesday 9 am to 11 am Pre-registration <b>REQUIRED</b>	<b>How to Start Your Small Business</b> – <i>Cosponsored by the City of Chino</i>	<b>FREE</b>	Carolyn Owens Community Center 13201 Central Avenue, Second Floor Chino, CA 91710	Inland Empire SBDC 951-781-2345 or <a href="http://www.iesmallbusiness.com">www.iesmallbusiness.com</a>
January 19, 2010 Tuesday 9 am to 12 Noon Pre-registration Recommended	<b>Demystifying Financial Statements</b>	\$30 if registered online by 01/18 \$40 at the door	National University 3390 Harbor Blvd. Costa Mesa, 92626	Orange County SCORE 714-550-7369 or <a href="http://www.score114.org">www.score114.org</a> or <a href="mailto:workshops@score114.org">workshops@score114.org</a>
January 20, 2010 Wednesday 6 pm to 9 pm Pre-registration Recommended	<b>Selling Techniques that Work</b> <i>Presented by the Orange County SCORE</i>	<b>FREE</b>	Orange County Public Library Los Alamitos-Rossmoor Branch 12700 Montecito Road Seal Beach, CA 90740	Orange County SCORE 714-550-7369 or <a href="http://www.score114.org">www.score114.org</a> or <a href="mailto:workshops@score114.org">workshops@score114.org</a>
January 21, 2010 Thursday 9 am to 11 am Pre-registration <b>REQUIRED</b>	<b>Target Marketing</b> – <i>Cosponsored by the Murrieta Chamber of Commerce</i>	<b>FREE</b>	Murrieta Chamber of Commerce 41870 Kalmia Avenue, Suite 135 Murrieta, CA 92562	Inland Empire SBDC 951-781-2345 or <a href="http://www.iesmallbusiness.com">www.iesmallbusiness.com</a>
January 21, 2010 Thursday 9 am to 11 am Pre-registration <b>REQUIRED</b>	<b>The Science of Buying a Franchise</b> – <i>Cosponsored by the City of Rancho Cucamonga</i>	<b>FREE</b>	Rancho Cucamonga Chamber of Commerce 7945 Vineyard Avenue, Suite D-5 Rancho Cucamonga, CA 91730	Inland Empire SBDC 951-781-2345 or <a href="http://www.iesmallbusiness.com">www.iesmallbusiness.com</a>
January 21, 2010 Thursday 3 pm to 5 pm Pre-registration Recommended	<b>Women's Business Partnership</b> <i>Networking and Panel Discussion Hosted by the Inland Empire Women's Business Center</i>	<b>FREE</b>	Corona Public Library Community Room 650 S. Main Street Corona, CA 92882	Inland Empire Women's Business Center Carla Ulloa 909-890-1242 or <a href="mailto:culloa@iewbc.org">culloa@iewbc.org</a> or <a href="http://www.iewbc.org">www.iewbc.org</a>
January 21, 2010 Thursday 6 pm to 8 pm Pre-registration Recommended	<b>The ABC's of Starting Your Own Business</b> - <i>Presented by the Inland Empire Women's Business Center</i>	<b>FREE</b>	Fontana Cypress Community Center 8380 Cypress Avenue Fontana, CA 928336	Inland Empire Women's Business Center Carla Ulloa 909-890-1242 or <a href="mailto:culloa@iewbc.org">culloa@iewbc.org</a> or <a href="http://www.iewbc.org">www.iewbc.org</a>

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January 26, 2010 Tuesday 9 am to 12 Noon Pre-registration Recommended	<b>Legal Topics for Small Business</b>	\$30 if registered online by 01/25 \$40 at the door	National University 3390 Harbor Blvd. Costa Mesa, 92626	Orange County SCORE 714-550-7369 or <a href="http://www.score114.org">www.score114.org</a> or <a href="mailto:workshops@score114.org">workshops@score114.org</a>
January 26, 2010 Tuesday 9 am to 11 am Pre-registration <b>REQUIRED</b>	<b>How to Start Your Small Business</b>	<b>FREE</b>	High Desert SBDC 15490 Civic Drive, Suite 102 Victorville, CA 92392	High Desert SBDC 760-951-1592 or <a href="http://www.iesmallbusiness.com">www.iesmallbusiness.com</a>
January 26, 2010 Tuesday 6 pm to 9 pm Pre-registration Recommended	<b>Marketing: How to Get and Keep More Customers –</b> <i>Presented by Orange County SCORE</i>	\$30 if registered online by 01/25 \$40 at the door	City of Mission Viejo Saddleback Room 200 Civic Center Mission Viejo, CA 92691	Orange County SBDC 714-564-5200 or <a href="mailto:oc_sbdc@rscdd.org">oc_sbdc@rscdd.org</a> <a href="http://www.ocsbdc.com">www.ocsbdc.com</a>
January 26, 2010 Tuesday 6 pm to 9 pm Pre-registration Recommended	<b>Marketing &amp; Sales: Retail &amp; Wholesale Perspectives –</b> <i>Presented by Orange County SCORE</i>	<b>FREE</b>	Fountain Valley Library 17635 Los Alamos Fountain Valley, CA 92708	Orange County SCORE 714-550-7369 or <a href="http://www.score114.org">www.score114.org</a> or <a href="mailto:workshops@score114.org">workshops@score114.org</a>
January 27, 2010 Wednesday 9 am to 11 am Pre-registration <b>REQUIRED</b>	<b>How to Start Your Small Business</b>	<b>FREE</b>	Coachella Valley SBDC 500 South Palm Canyon Dr., Ste. 222 Palm Springs, CA 92236	Coachella Valley SBDC 760-864-1311 or <a href="http://www.iesmallbusiness.com">www.iesmallbusiness.com</a>
January 27, 2010 Wednesday 9 am to 11 am Pre-registration <b>REQUIRED</b>	<b>How to Start Your Small Business</b>	<b>FREE</b>	Moreno Valley Conference Center 14075 Frederick Street Alessandro Room A Moreno Valley, CA 92552	Inland Empire SBDC 951-781-2345 or <a href="http://www.iesmallbusiness.com">www.iesmallbusiness.com</a>
January 27, 2010 Wednesday 6 pm to 8 pm Pre-registration Recommended	<b>Business Plan Review</b> <i>Presented by the Inland Empire Women's Business Center</i>	<b>FREE</b>	Corona Public Library Community Room 650 S. Main Street Corona, CA 92882	Inland Empire Women's Business Center Carla Ulloa 909-890-1242 or <a href="mailto:culloa@iewbc.org">culloa@iewbc.org</a> or <a href="http://www.iewbc.org">www.iewbc.org</a>

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January 27, 2010 Wednesday 6 pm to 8:30 pm Pre-registration Recommended	<b>QuickBooks: Managing Cash Flow, Sales and Profit</b>	\$25	Rancho Santiago Community College District Office 2323 North Broadway, Room 107 Santa Ana, CA 92706	Orange County SBDC 714-564-5200 or <a href="mailto:oc_sbdc@rscdd.org">oc_sbdc@rscdd.org</a> <a href="http://www.ocsbdc.com">www.ocsbdc.com</a>
January 28, 2010 Thursday 9 am to 11 am Pre-registration <b>REQUIRED</b>	<b>Developing an Effective Employee Handbook –</b> <i>Cosponsored by the County of San Bernardino WDD, Fredericks Benefits, and the Inland Empire SBDC</i>	FREE	San Bernardino County West End Business Resource Center 9650 Ninth Street, Room 2 Rancho Cucamonga, CA 91730	Inland Empire SBDC 951-781-2345 or <a href="http://www.iesmallbusiness.com">www.iesmallbusiness.com</a>
January 28, 2010 Thursday 6 pm to 8 pm Pre-registration Recommended	<b>Writing a Business Plan</b> <i>Presented by the Inland Empire Women's Business Center</i>	FREE	Fontana Cypress Community Center 8380 Cypress Avenue Fontana, CA 928336	Inland Empire Women's Business Center Carla Ulloa 909-890-1242 or <a href="mailto:culloa@iewbc.org">culloa@iewbc.org</a> or <a href="http://www.iewbc.org">www.iewbc.org</a>
January 28, 2010 Thursday 6 pm to 9 pm Pre-registration Recommended	<b>Internet Marketing Secrets Revealed –</b> <i>Presented by Coachella Valley SCORE</i>	\$15	Coachella Valley SCORE 43-100 Cook Street, Suite 104 Palm Desert, CA 92211	Coachella Valley SCORE 760-773-6507 or <a href="http://www.acteva.com/go/scorecv">www.acteva.com/go/scorecv</a>

## UPCOMING EVENTS

February 4, 2010 Thursday 9 am to 1 pm Pre-registration Recommended	<b>Statewide Small Business Stimulus Program –</b> <i>Getting Entrepreneurs ready to access stimulus-funded contracts through President Obama's Economic Recovery Plan, presented by California Small Business Development Centers and Los Angeles based nonprofit Business Matchmaking</i>	FREE	Riverside Convention Center 3443 Orange Street Riverside, CA 92501	For more information and to register call the Inland Empire SBDC 951-781-2345 or <a href="http://californiasbdc.org/stimulus">http://californiasbdc.org/stimulus</a> or <a href="http://www.businessmatchmaking.com">www.businessmatchmaking.com</a>
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DATE/TIMESUBJECTFEELOCATIONCONTACT NUMBER

# OTHER EVENTS

January 6, 2010  
Wednesday  
9 am to 3:30 pm  
Pre-registration  
Recommended

**Federal / State Basic Payroll Tax Seminar** – *Presented by the EDD*

**FREE**

Mission Viejo City Hall  
Saddleback Room 1  
200 Civic Center  
Mission Viejo, CA 92691

Employment Development Department (EDD) – Reservation Desk  
866-873-6082 or Reserve your space online – [www.edd.ca.gov](http://www.edd.ca.gov)

January 28, 2010  
Thursday  
6 pm to 9 pm  
Pre-registration  
Recommended

**Forum: Venture Capitalist**

\$45 if registered online by 01/27  
\$55 at the door

Knobbe Martens Olson & Bear LLP  
2040 Main Street, 2<sup>nd</sup> Floor  
Irvine, CA 92614

Tech Coast Venture Network  
Tanya Zabalegui  
949-824-7866 or  
[www.tcvn.com](http://www.tcvn.com)

January 28, 2010  
Thursday  
9 am to 12 Noon  
Pre-registration  
**REQUIRED**

**The City of Santa Ana Invites Business Owners & Executives to REV Up for 2010!** *Facilitated by Opus Network, Networking Breakfast & Business Accelerator Workshop*

\$5 before 1/10  
\$15 after 1/10  
Fee is for Breakfast  
Workshop is **FREE**

The Bowers Museum  
2002 North Main Street  
Santa Ana, CA 92706

Opis Network  
Norm Bour at 949-495-6162 or  
[n.bour@opismail.com](mailto:n.bour@opismail.com) or  
[www.opisnetwork.com/100days](http://www.opisnetwork.com/100days)

30 enero 2010  
sabado  
8 am to 4 pm  
Pre-registration  
Recommended

**“Conference for Latino Entrepreneurs” – Conferencia Empresarios Latinos**  
*“Fortaleciendo E Inciando Negocios Hispanos” (Seminarios – Expo- Networking – RIFAS)*

**GRATIS**

Valley High School  
1801 South Greenville Street  
Santa Ana, CA 92704

Registro e información:  
telephono 714-516-1111 or  
[www.celatinos.org/conferencia](http://www.celatinos.org/conferencia)

February 26, 2010  
Thursday  
7:30 am to 1:30 pm  
Pre-registration  
Recommended

**2010 Women’s Business Conference – “How To Work Smarter”**

\$125 before 02/01  
\$150 after  
\*Includes Breakfast, Lunch & Three Breakout Seminars

Irvine Hyatt Regency  
17900 Jamboree at Main Street  
Irvine, CA 92614

The JAYNE Group  
Camille Jayne  
714-328-1400 or  
[info@camillewbc.com](mailto:info@camillewbc.com) or  
[www.camillewbc.com](http://www.camillewbc.com)

## THE U.S. SMALL BUSINESS ADMINISTRATION SPONSORS THE FOLLOWING RESOURCES:

**SCORE “Counselors To America’s Small Business”** - Provide FREE one-on-one counseling, monthly low-cost pre-business seminars, various workshops, and problem-solving assistance for those already in business.

**ORANGE COUNTY:** 714-550-7369 – [www.score114.org](http://www.score114.org)  
**SCORE Women’s Business Site:** [www.score.org/women](http://www.score.org/women)  
**SCORE Women’s Business Blog:** <http://womensblog.score.org>

**COACHELLA VALLEY:** 760-773-6507 – [www.scorecv.org](http://www.scorecv.org)  
**RIVERSIDE COUNTY:** 951-652-4390 - [www.iescore503.org](http://www.iescore503.org)  
**SAN BERNARDINO COUNTY:** Call your local Chamber of Commerce - [www.iescore503.org](http://www.iescore503.org) or [www.score114.org](http://www.score114.org)

**Small Business Development Centers (SBDC)** - Provide training, consulting, and technical assistance in all aspects of small business management. For further information, contact the SBDC in your area.

**INLAND EMPIRE:** 951-781-2345; 1201 Research Park Drive, Suite 100, Riverside 92507 – [www.iesbdc.org](http://www.iesbdc.org) or [www.iesmallbusiness.com](http://www.iesmallbusiness.com)

**COACHELLA VALLEY:** 760-864-1311; Alan Ladd Building, 500 S. Palm Canyon Dr., Suite 222, Palm Springs 92264  
**HIGH DESERT:** 760-951-1592; 15490 Civic Drive, Suite 102, Victorville 92392  
**ORANGE COUNTY:** 714-564-5200; 2323 North Broadway, Suite 201, Santa Ana, 92706 – [www.ocsbdc.com](http://www.ocsbdc.com)  
**TRITECH (TECHNOLOGY):** 949-794-7226; 2 Park Plaza, Suite 100, Irvine 92614 (**HI-TECH/HI-GROWTH ONLY**) and 951-571-6477; 14745 Riverside Drive, Riverside, CA 92518 [www.tritechsbdc.org](http://www.tritechsbdc.org)

**Women’s Business Center (WBC)** - Provides business counseling, workshops and mentoring events for start-up and existing women-owned businesses.

**I.E. W.B.C.:** 909-890-1242; 202 E. Airport Drive, Suite 155, San Bernardino, 92408 – [www.iewbc.org](http://www.iewbc.org)  
**COACHELLA VALLEY:** 760-898-1510; 77-806 Flora Road, Suite C, Palm Desert, 92211 – [www.cvwbc.org](http://www.cvwbc.org)  
**CHARO SBA WBC:** 951-320-7002; 1825 Chicago Avenue, Suite 130, Riverside, 92507 – [www.charocorp.com](http://www.charocorp.com)  
**ORANGE COUNTY:** **Institute for Women Entrepreneurs:**  
714-480-7455; 2323 North Broadway, Suite 330, Santa Ana, 92706 – [www.ociwe.org](http://www.ociwe.org)

**U.S. Commercial Service** - Provides counseling, financing, and market information for new to export and ready to export companies through SCORE, SBA, and the Department of Commerce. For further information call 949-660-1688 – [www.trade.gov/cs](http://www.trade.gov/cs)

### **On-Line Resources:**

**SBA’s Official Website** [www.sba.gov](http://www.sba.gov) — general information on SBA programs and services with links to local and outside resources. For the **Santa Ana District Office website:** [www.sba.gov/ca/santa](http://www.sba.gov/ca/santa)  
**National SCORE Website** [www.score.org](http://www.score.org) — information on the SCORE organization and access to online counseling  
**National SCORE Hispanic Website** [www.score.org/hispanic.html](http://www.score.org/hispanic.html) — information on the SCORE organization and access to online counseling in Spanish.  
**SBA’s Official Web Site in Spanish** [www.sba.gov/español](http://www.sba.gov/español) – general information on SBA programs and other resources available for small businesses.  
**Santa Ana District Small Business Resource Guide** [www.smallbusiness3.com](http://www.smallbusiness3.com) – Guide includes a brief summary of SBA programs and local contact numbers for resources.

All of SBA's programs and services are extended to the public on a nondiscriminatory basis. Reasonable arrangements for persons with disabilities will be made, if requested at least two weeks in advance. Contact the U. S. Small Business Administration at 714-550-7420.