

# TEAM BUSINESS



CITY OF BURBANK



TEAM  
BUSINESS

150 N. Third St., Burbank, California 91502

## NEW TEAM BUSINESS CURRICULUM FOR 2010

Now is the time to expand and develop your business to its fullest expression. Whether you've got an idea just waiting to burst onto the scene, want to expand your existing business, or are seeking additional training, Team Business is here to help. Our new Team Business schedule includes a new workshop on **GOING GREEN**. This workshop will introduce you to the basic principles of how to make your business green.



### Start Your Own Business...NOW! 3/24 & 5/12

Topics include facing industry realities, avoiding common pitfalls, utilizing resources, acquiring basic business planning strategies, dealing with City permits and licenses, and general financing.

### Finance and Accounting 3/17

Understand the financial health of your business with an overview of basic accounting procedures, including how to organize business transactions, prepare and adjust journal entries, and arrange financial statements.

### Obtaining Capital 2/17, 4/7 & 6/23

Explore various SBA, microloan, minority, veteran and special loan programs.

### E-Commerce (series of three courses) 4/21, 4/28 & 5/5

**Part 1** Creating a Website 4/21

**Part 2** Marketing and Promotion of a Website 4/28

**Part 3** Conducting Business Via a Website 5/5

E-Commerce classes are held at the Woodbury University campus located at 7500 Glenoaks Boulevard., Burbank, CA 91510.

### Going Green 5/26, 6/2 & 6/9

A three-part (three separate workshops) introduction to the basic principles of running a lean, green business. Learn why materials, water, and energy matter; what policies will affect your business; how to save money, and much more.

**Part 1** Zero Waste 5/26

**Part 2** Saving Energy, Water & Money 6/2

**Part 3** Maximizing Green 6/9

### Creating or Re-visioning Your Business Plan 1/27 & 5/19

Helps you develop a business plan that adds focus and energy for you and your employees.



### Marketing 101 2/3

Find out how to attract people and generate more business through target marketing, research, competitive analysis, timelines and budgeting, and how to select appropriate marketing strategies.

### Marketing - The Next Steps 3/3

Introduces marketing fundamentals and how to assess your current programs.

### QuickBooks 2/10 & 2/24

Learn how QuickBooks helps you easily manage your business's fiscal affairs, and maintain complete and accurate records.

**Part 1** QuickBooks Beginners 2/10

**Part 2** QuickBooks Advanced 2/24

### Intellectual Property Rights/Risk Management 3/10

Covers basic patents, copyrights, designs and trademarks and how these laws protect property rights in the creative and inventive arts. Risk management covers areas of commercial risk and threats caused by the environment, technology, other people and other organizations.

### 2010 Income Tax Implications on the Six Different Forms of Business Organizations 6/16

Compare the taxes required of the six forms of business organizations and how your choice of organization will effect your income.

### Team Business Consulting

Team Business provides one-on-one professional business consulting services for free to Burbank residents, businesses and Chamber members in the areas of Starting Up a New Business, Business Planning, Financing, Business Loans, Marketing & Sales, Operations, Management and general business issues. For an appointment, please contact 818-238-5198.

### TEAM BUSINESS IS GOING GREEN!

Please go on-line to register and pay for all upcoming Team Business classes:

**\$10** Burbank Residents

**\$15** Non-Burbank Residents

**FREE** for Burbank Chamber of Commerce Members

Registration and payment for all classes must be completed 24 hours prior to the start of the class. No refunds will be given for on-line registrations that are a no show.

All sessions (except the E-Commerce series) are held on Wednesday evenings beginning at 6:30 p.m. at the Community Services Building located at 150 N. Third Street. For more information, please visit [www.teambusinessburbank.com](http://www.teambusinessburbank.com), or call 818-238-5198.

Team Business is a collaboration of the Burbank Redevelopment Agency with:



WOODBURY UNIVERSITY

