



CENTER FOR ECONOMIC DEVELOPMENT

NewsWire

July 14, 2009

HELPING ENTREPRENEURS AND BUSINESSES GROW AND SUCCEED

A joint program of the Labovitz School of Business and Economics, Natural Resources Research Institute, and Swenson College of Science and Engineering.

BUSINESS BREAKFAST SERIES



THE LEASING PROCESS

7/29/09 7:30 am – 9:00 am
\$10.00

Presented by: Rachel Johnson,
F.I. Salter

There's more to know about selecting a space for your business than most business people realize. So often, landlords and tenants find themselves looking for guidance because something has gone wrong during the course of a lease. This presentation will provide an overview of the leasing process with a comprehensive look at all the aspects you should be aware of.

Information covered will include:

- **Determining Space Requirements/Analyzing Needs**
- **Surveying the Market-What's Available?**
- **Selecting Qualified Properties**
 - Location/Amenities
 - Service Requirements



Minnesota Department of
HUMAN RIGHTS

TRAINING SHOWCASE

Presented by the Minnesota Department of Human Rights

Tuesday, July 21, 2009 . 1:00 pm – 5:00 pm . Lake Superior College,
Room S2964 . \$25.00 per attendee

As part of the “educate to eliminate discrimination” mandate, the Minnesota Department of Human Rights organizes training for employers, public service providers and other businesses on the Minnesota Human Rights Act. These events are called “Training Showcases” and strive to present subject matter experts who are knowledgeable in rights and responsibilities under the Act. The training will increase your knowledge about human and civil rights in our state as well as rights and responsibilities of employers in Minnesota.

The Minnesota Department of Human Rights has a vital part of its mission to sponsor education and training opportunities for employers, public service providers and other businesses on their responsibilities under the Minnesota Human Rights Act. This showcase is designed to educate and inform participants about human and civil rights information that may be necessary to convey to employees.

The training agenda that day will be:

- **The ADA and Your Business** – Learn about how to be compliant with ADA requirements in the workplace and how the ADA can affect your business.
- **Preventing and Responding to Discrimination and Harassment Complaints** – Learn ways to prevent and respond to a complaint of discrimination or harassment in the workplace.
- **The Charge Filing Process** – Hear a discussion of real cases that demonstrate how the complaint process works at the department.

The cost for the training is \$25.00 per participant. Space is limited to 60 participants. **Please RSVP by Thursday, July 16, 2009. You can reply by email to danielle.colosimo@state.mn.us or call 651-296-5996/ TTY 651-296-1283.**

This training is a collaboration between the department and the Duluth Human Rights Commission. Visit the Minnesota Department of Human Rights online at: www.humanrights.state.mn.us.

- **Tour**
 - Technical Property Review
- **Proposal Review**
 - Letter of Intent
 - Business Plan Review/Financials
- **Understanding a Lease**
 - Common Lease Terms
- **Negotiations**
 - Develop the Checklist
 - Legal Counsel Review
 - Execution of Lease Document
- **Planning/Permitting/Construction**

To register: 218-726-7298 or www.umdced.com/workshops

**SEATING
LIMITED**

BUSINESS Workshops

<u>Writing a Business Plan</u>	07/29/2009 (2:00pm-4:00pm)	\$25.00
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COMPUTER Workshops

<u>Access I - Basics of Database Management</u>	07/16/2009 (1:00pm-4:00pm)	\$60.00
<u>Access II - Beyond the Basics of Database Management</u>	07/23/2009 (1:00pm-4:00pm)	\$60.00
<u>Access III - Database Relationships and Queries</u>	07/30/2009 (1:00pm-4:00pm)	\$60.00
<u>Access IV - Visual Basics in Access</u>	08/06/2009 (1:00pm-4:00pm)	\$60.00
<u>Computers 101 - Basics of Computer Operations</u>	08/18/2009 (1:00pm-4:00pm)	\$60.00
<u>Computers 102 - Desktop Productivity</u>	07/21/2009 (9:00am-12:00pm)	\$60.00
<u>Crystal Reports Basics</u>	08/18/2009 (9:00am-12:00pm)	\$60.00
<u>Dreamweaver - Web Page Design I</u>	07/29/2009 (9:00am-12:00pm)	\$60.00
<u>Dreamweaver - Web Page Design II</u>	07/29/2009 (1:00pm-4:00pm)	\$60.00
<u>Dreamweaver - Web Page Design III</u>	08/05/2009 (9:00am-12:00pm)	\$60.00
<u>Dreamweaver - Web Page Design IV</u>	08/05/2009 (1:00pm-4:00pm)	\$60.00
<u>Excel II - Beyond the Basics of Spreadsheets</u>	07/22/2009 (9:00am-12:00pm)	\$60.00
<u>Excel III - Macros and Functions</u>	07/22/2009 (1:00pm-4:00pm)	\$60.00
<u>Illustrator I - Basics of Graphic Design</u>	07/21/2009 (1:00pm-4:00pm)	\$60.00
<u>InDesign I - Basics of Desktop Publishing</u>	07/30/2009 (9:00am-12:00pm)	\$60.00
<u>InDesign II - Beyond the Basics of Desktop Publishing</u>	08/06/2009 (9:00am-12:00pm)	\$60.00

<u>Navigating Microsoft Office 2007</u>	08/04/2009 (1:00pm-4:00pm)	\$60.00
<u>Photoshop I - Basics of Digital Images</u>	08/13/2009 (9:00am-12:00pm)	\$60.00
<u>Photoshop II - Beyond the Basics of Digital Images</u>	08/13/2009 (1:00pm-4:00pm)	\$60.00
<u>PowerPoint I - Basics of Creating Presentations</u>	07/28/2009 (9:00am-12:00pm)	\$60.00
<u>PowerPoint II - Beyond the Basics of Creating Presentations</u>	07/28/2009 (1:00pm-4:00pm)	\$60.00
<u>Word I - Basics of Word Processing</u>	08/25/2009 (9:00am-12:00pm)	\$60.00
<u>Word II - Beyond the Basics of Word Processing</u>	08/25/2009 (1:00pm-4:00pm)	\$60.00

QUICKBOOKS

<u>QuickBooks</u>	09/15/2009 (9:00am-4:00pm)	\$99.00
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The University of Minnesota Duluth Center for Economic Development offers numerous workshops to help entrepreneurs and employees operate more efficiently. **All workshops are held at the Duluth Technology Village, 11 E. Superior Street, Suite 210, unless otherwise noted.** To register call: 218-726-7298, 888-387-4594 or register online: www.umdced.com/workshops.

The mission of the University of Minnesota Duluth Center for Economic Development is to assist entrepreneurs and businesses to grow and succeed.

Funded in part through a cooperative agreement with the U.S. Small Business Administration, Minnesota Department of Employment and Economic Development and sponsoring centers. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. For arrangements, contact: UMD Center for Economic Development, 11 E. Superior Street, Suite 210, 218-726-7298

1986 – 2009 Celebrating 23 years of excellence and also recognizing UMD's 25 year partnership with the Minnesota Small Business Development Centers

The University of Minnesota is an equal opportunity educator and employer.
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