

NewsWire

November 25, 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.

GOOD READING

The Minnesota Council for Quality



is pleased to offer a free on-line service, the Consultant Referral Network®, to help organizations find experts to help them improve their business.

The Consultant Referral Network, located at www.consultantreferralnetwork.org, is a dynamic, web-enabled search tool that connects organizational improvement experts to client organizations seeking them. This service allows clients to outline their needs in terms of subject matter expertise sought, type of assistance desired (consulting, training, coaching, speaking, or facilitating), sector/industry expertise required, size of consulting firm desired, desired location of consulting firm, and years of experience preferred. The client can also weigh the relative importance of each variable. The tool will then identify up to five consultants or firms that best match the client's needs. For more information about news and events from the Minnesota Council for Quality: www.councilforquality.org

Minnesota Legislature Requests Small Business Input

A newly-formed bipartisan House Small Business Caucus has been established to make Minnesota more competitive in small business start-up and sustainability. A key part of the Small Business Caucus is to gather high quality and accurate information about the state of Minnesota's economy, employment, and the weaknesses and challenges of the state and its policies from the perspective of businesses that operate here or would like to operate here. Small business owners are asked to provide input by completing a survey online at:

<http://www.house.leg.state.mn.us/smallbusinessuggestions.asp>.

Survey Deadline: November 30, 2009

STUDENT TO BUSINESS INITIATIVE (SBI) PROGRAM is Accepting Applications for Spring Semester

Is your target market other businesses? Do you need a marketing plan? UMD CED is now accepting applications from businesses who would like to participate in the Spring Semester Business to Business Marketing SBI Program.

UMD Center for Economic Development collaborates with Labovitz School of Business and Economics (LSBE) for the Student to Business Initiative (SBI) Program. The SBI Program partner's student teams with businesses to develop a marketing plan. Through this initiative, students gain valuable experience while businesses receive another viewpoint into their business marketing that can give new insight and direction.

For more information about the SBI Program or to apply for your business to participate, visit www.umdced.com/programs/studentbusiness.html. **The deadline for applications is Wednesday, December 30, 2009.**



MICROSOFT DYNAMICS GP YEAR END SEMINAR

Monday, December 14, 2009

1:00 pm – 4:00 pm

Cost: \$40.00

Join Microsoft Certified consultant, Sue Coady, to learn how to ensure a smooth year end closing for your Microsoft Dynamics GP (Great Plains) system. This seminar is great for new Dynamics GP users who have never closed the books before and for those who would like a review of this yearly process. Companies running Microsoft Dynamics GP payroll are strongly encouraged to attend. Attendees will receive a Year-End Procedures Manual that includes both detailed and summary checklists for each of the Microsoft Dynamics GP modules (General Ledger, Receivables Management, Payables Management Inventory and Payroll).

THE WEEK AHEAD

BUSINESS Workshops

<u>Tax Saving and Recordkeeping Tips for Your Small Business</u>	12/16/2009 (9:00am-12:00pm)	\$25.00
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Information-packed workshop covers recordkeeping and tips on what to track throughout the year to be organized making tax time smoother.

<u>Writing a Business Plan</u>	12/16/2009 (2:00pm-4:00pm)	\$25.00
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Don't know how or where to begin writing a business plan? This workshop covers the components needed to write an effective business plan.

COMPUTER Workshops

<u>PowerPoint I - Basics of Creating Presentations</u>	12/01/2009 (9:00am-12:00pm)	\$60.00
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Create professional, powerful and effective computerized presentations. Organize and format your material easily, and illustrate your points with images, clip art, and sound. This is a very basic hands-on workshop.

<u>PowerPoint II - Beyond the Basics of Creating Presentations</u>	12/01/2009 (1:00pm-4:00pm)	\$60.00
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(Prerequisite: experience using Microsoft PowerPoint) Go beyond the basics to create customized professional presentations. Work with design templates, create organization and flow charts and much more for a positive impression and appearance. This is a hands-on workshop.

<u>Access I - Basics of Database Management</u>	12/02/2009 (9:00am-12:00pm)	\$60.00
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Create databases, save to editing, format, create basic tables, forms, queries and reports to manage data and retrieve information quickly.

<u>Access II - Beyond the Basics of Database Management</u>	12/02/2009 (1:00pm-4:00pm)	\$60.00
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Go beyond the basics of database management - import data from a spreadsheet, export a table from an existing database and merge a table from a database into a document. Create and use customized forms, reports and a switchboard.

Publisher - Basics of Desktop Publishing

12/03/2009 \$60.00
(1:00pm-4:00pm)

Create customized published materials. Cover the very basics of putting together newsletters, brochures, flyers, letterhead and business cards. Publish easily on your desktop printer, at a copy shop or commercial print shop. This is a hands-on workshop. Come with a project or idea.

Computers 102 - Desktop Productivity

12/03/2009 \$60.00
(9:00am-12:00pm)

Know the very basics of working on a computer but want to know more? This workshop covers how to operate a computer, manage the computer desktop, save, delete, store, copy, and move files. Get an introduction to the Microsoft Office Products.

QUICKBOOKS

QuickBooks

12/08/2009 \$99.00
(9:00am-4:00pm)

Covers the basic functions of this number one selling small business accounting program. In addition to this day-long workshop, receive the QuickBooks learning guide.

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 shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

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