

9-Week Business Planning Course Schedule (Spring 2024)

Dates: Saturdays, April 27th–June 29th, 9am-12pm

Class will be offered **VIA ZOOM**

****Please let us know if you have connection issues or wish assistance setting up Zoom. If you are going to miss a class, please let us know as soon as possible at rose@mycommunityloanfund.org.

This course covers: 9 sequential 3-hour sessions presented by local business experts

Course Outline: This outline may be subject to change

Session 1: Introduction to Entrepreneurship & Business Plans **April 27th**
Time: 9:00am – 12:00pm

Session 2: Legal Issues: Business Forms, Contracts & Intellectual Property **May 4th**
Time: 9:00am – 12:00pm

Session 3: Marketing Concepts & Market Research **May 11th**
Time: 9:00am – 12:00pm

Session 4: Website Development and Accounting & Recordkeeping **May 18th**
Website Development: 9:00am-10:30am
Accounting & Recordkeeping: 10:30am-12:00pm

NO CLASS-May 25th

Session 5: Insurance Concepts & Human Resources (HR) for Businesses **June 1st**
Insurance: 9:00am – 10:30am
HR for Businesses: 10:30am – 12:00pm

Session 6: Commercial Real Estate and Interactive Biz Plan Ex **June 8th**
Real Estate: 9:00am – 10:30am
Biz Plan Exercise: 10:30am – 12:00pm

Session 7: Banking for Small Business & Cash flow Projections **June 15th**
Banking: 9:00am – 10:30am
Cash Flow: 10:30am – 12:00pm

Session 8: Financial Management for Businesses **June 22nd**
Time: 9:00am – 12:00pm

Session 9: Credit for Small Business, Social Media & Business Pitching **June 29th**
Credit For Small Business: 9:00am – 10:30am
Social media & Business Pitches: 10:30am – 12:00pm

****If you or your organization would like to sponsor a scholarship, please inquire directly to Destiny@mycommunityloanfund.org

Developed by the Community Loan Fund of the Capital Region, Inc.

255 Orange Street, Albany, NY 12210
mycommunityloanfund.org / 518.436.8586