

HOW TO BUILD A GROWING PROFITABLE BUSINESS

The Workshop in Business Opportunities (WIBO) – Fall 2007 Class Schedule

➔ **NOTE: Dates are NOT listed chronologically. Please check carefully.** ←

Location	LM	H	MT	DB	SB	SA	WH	CB	Y
Time/Day	MON 6:30	TUES 6:30	WED 6:00	THURS 6:15	MON 6:30	TUES 7:00	WED 6:30	THUR 6:30	MON 6:30
1. Introduction	9/10	9/4	9/5	9/6	9/17	9/11	9/12	9/13	9/10
2. Market Research	9/17	9/11	9/12	9/13	9/24	9/18	9/19	9/20	9/17
3. Developing Customers	9/24	9/18	9/19	9/20	10/1	9/25	9/26	9/27	9/24
4. Sales Promotion	10/1	9/25	9/26	9/27	10/15*	10/2	10/3	10/4	10/1
5. Prospecting	10/15*	10/2	10/3	10/4	10/22	10/9	10/10	10/11	10/15*
6. Helping People Buy	10/22	10/9	10/10	10/11	10/29	10/16	10/17	10/18	10/22
7. Making A Profit: Costs	10/29	10/16	10/17	10/18	11/5	10/23	10/24	10/25	10/29
8. MAP: Price	11/5	10/23	10/24	10/25	11/12	10/30	10/31	11/1	11/5
9. MAP: Financial Decision Making	11/12	10/30	10/31	11/1	11/19	11/6	11/7	11/8	11/12
10. MAP: Purchasing	11/19	11/6	11/7	11/8	11/26	11/13	11/14	11/15	11/19
11. Personnel	11/26	11/13	11/14	11/15	12/3	11/20	11/28*	11/29*	11/26
12. Recordkeeping & Taxes	12/3	11/20	11/28*	11/29*	12/10	11/27	12/5	12/6	12/3
13. Cash Flow & Credit	12/10	11/27	12/5	12/6	12/17	12/4	12/12	12/13	12/10
14. Financing Your Business	12/17	12/4	12/12	12/13	1/7**	12/11	12/19	12/20	12/17
15. Organization & Control	1/7**	12/11	12/19	12/20	1/14	12/18	1/2*	12/27	1/7**
16. Personal Finance	1/14	12/18	1/2**	12/27	1/21	1/8**	1/9	1/3	1/14

A bold date indicates a class has been skipped due to a holiday.

*Each * is equal to one week being skipped.*









==> Don't miss our Partner visits! NY Public Libraries; NYC Dept of Small Business Services; Small Business Administration; Acción & Project Enterprise!

*(Schedule as of **May 2007**)*

TURN OVER PLEASE



Class Addresses, Cross Streets and Directions:

<p>Lower Manhattan NEW! WIBO Office 55 Exchange Place 6th Floor, sign in with security (btwn Broad & William; next to NYSE)</p> <p> 2, 3, 4 or 5 train to Wall St.</p>	<p>Harlem Upper Manhattan Empowerment Zone (UMEZ), 290 Lenox Ave., 2nd Floor (Btwn 124th & 125th St.)</p> <p> 2, 3 train to 125th St.; or A,B,C, or D train to 125th St. then go crosstown</p>	<p>Midtown NEW! Food & Finance High School 525 W 50th St. (btwn 10th & 11th Ave) Rm # G15 & G13A</p> <p> C, E train to 50th St.; walk 2 blocks West and go up ramp on side of building</p>	<p>Downtown Brooklyn NEW! St. Francis College 182 Remsen 5th Floor Rm 5301 & 5306 (Btwn Court St. & Clinton St.)</p> <p> M, N, R train to Court St. or 2, 3, 4, 5 to Borough Hall</p>	<p>South Bronx Hostos College 475 Grand Concourse RM #B204 at 149th Street</p> <p> 4, 5, or 2 train to 149th St. & Grand Concourse</p>	<p>St. Albans 7th Day Adventist Center 115-50 Merrick Blvd. 3rd Floor</p> <p> E or J train to Jamaica Center, Parson/Archer, then Q5 or Q85 bus to 115th Ave</p>	<p>Washington Heights Columbia U., Hammer Bldg 701 W168th St., RM #s 306 & 310 (corner of Ft. Washington & 168th St.),</p> <p> A,C,1,9 train to 168th St., walk west 1 block</p>	<p>Central Brooklyn NEW! Bed-Stuy Restoration Plaza 1368 Fulton St. 5th Floor (Btwn Marcy Ave. & New York Ave.)</p> <p> A or C train to Nostrand Ave; LIRR to Nostrand Ave. Walk one block east.</p>	<p>Yonkers</p>
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Graduation Eligibility:

1. Attendance and Work Completed – You must be registered in the workshop, attend all 16 classes and submit all planning sheets.
2. Class Participation – Be prepared to read directly from your written answers (Planning Sheets). Chronic lateness and/or incomplete Planning Sheets (3x or more) **may** jeopardize your graduation eligibility.

WORKBOOKS:

Call the WIBO office for any questions about workbooks.

Site volunteers are not responsible for providing workbooks or handling any financial transactions.

TRANSFER POLICY:

Not permitted, except on a case by case basis only.

Transfers must be arranged ahead of time with Victoria Rodriguez, Enrollment Specialist, ext 0540 or email VRodriguez@wibo.org

MAKE-UP CLASSES:

Call the Site Coordinator directly **24 business hours ahead of time** if you want to arrange to make-up a class at their location. **You may not be admitted unannounced.**

Have your planning sheets signed off by the make-up location and submit to your own location upon returning.

Same class format in every location; check the schedule carefully for chapter dates and location.

IMPORTANT - WIBO is fortunate to have the use of donated space for our classrooms. Please remember to respect the space at all times. **Help rearrange chairs** if necessary and do not litter.

WIBO and class sites are not responsible for lost property.

Graduation: **January 24th, 2007**, Cooper Union, NYC
Time: 5:30-9pm (Business Expo: 5:30-7pm, Ceremony: 7-9pm)
WIBO Grads will display and sell their goods/services at the Expo!
Registration and sign up will be conducted in class during Chapters 14 through 16.

WIBO Departments:

Enrollment x 0540
Volunteers and Program Management x 0543
Alumni Association x 0541

THE WORKSHOP IN BUSINESS OPPORTUNITIES

55 Exchange Place, 6th Floor, NY, NY 10005 - Tel: (212) 684-0854 - www.WIBO.org