



## Saugeen

Economic Development Corporation  
*A Community Futures Development Corporation*

Contact: **Lee Register**  
Training Coordinator and  
Communications Officer  
519-799-5750 x 0  
[lee@sfdc.ca](mailto:lee@sfdc.ca)

Our address:  
515 Mill Street, P.O. 177  
Neustadt, ON N0G 2M0

Map Directions:  
<http://bit.ly/1jHBkTK>

General reception: 519.799.5750  
Fax: 519.799.5752  
[www.sfdc.ca](http://www.sfdc.ca)



*We provide the opportunity to work with a business trainer and interact with other business owners to gain new ideas, growth strategies and success tools.*

## *In-House Workshops*

# Elevate Your Business!



We know small business owners wear many hats. If you're struggling with the financial and time-management side of your business, join us for this 3-part series designed to help start-ups and new entrepreneurs improve their skills. You'll learn about bookkeeping basics; what the key financial reports are that every business owner should know; plus handy online tools to help you manage your time & tasks more effectively.



Thursday, August 29<sup>th</sup>, **Bookkeeping Basics for Small Business**  
(No computer required! Hand-outs provided)

Thursday, September 5<sup>th</sup>, **Demystify those Financials!**  
(Learn about the top financial reports every business owner should understand.)

Thursday, September 12<sup>th</sup>, **Tech Tools & Productivity**  
(Discover online apps & tools that will help you manage your email, expenses, customer relations, and time!)

**Pre-registration required / 9:30 – 12:30 AM**

**\$35 Fee per workshop**

(Please bring a cheque or exact change, no debit or credit cards)