

## 2017-04-24 OED TRAINING ANNOUNCEMENTS

### Grant Writing & Grant Management

The Saint Regis Mohawk Tribe Office of Economic Development and the Seminole Tribe of Florida's Native Learning Center are pleased to announce two grant workshops: Grant Writing (May 22-23) & Grant Management (May 24-25). These full-day trainings start at 8:00am to 4:00pm and take place in the Autumn Room at the Akwesasne Mohawk Casino Resort, 873 State Route 37, Akwesasne. Register for one or both trainings. Registration is FREE for Native Americans and those working in Indian Country! Please register no later than 4:00pm on May 12 by contacting SRMT OED at (518) 358-2835 or email [economic.development@srmt-nsn.gov](mailto:economic.development@srmt-nsn.gov).

### QuickBooks Basics

This 3 session class covers the basics of company set up, customer set up & billing, vendor set up and paying bills, overview of payroll set up, bank reconciliation & generating reports. Class takes place on May 16, 17 & 18, 2017 from 5:30pm to 7:55pm at the Potsdam Public Library (2 Park Street, Potsdam). Class fee of \$75 covers all 3 sessions. Payment must be received on or before May 8 to reserve a seat in class. Preregistration required, must register 3 days prior to event. To register contact the Potsdam Public Library at (315) 265-7230.

### NYS Regional MWBE Opportunities Expo Series:

The Division of Minority and Women's Business Development presents the 2017 New York State Regional MWBE Opportunities Expo Series. The MWBE Regional Opportunities Expos are designed to connect minority and women-owned businesses to New York State agencies, authorities and technical assistance providers. NYS MWBE Expos provide opportunities to meet State procurement officers and prime contractors. The Expos also feature workshops and panel discussions about MWBE goals and utilization, state projects and how MWBEs can do business with New York State. The North Country MWBE Opportunities Expo takes place May 18, 2017 from 7:30am to 12:30pm at Clinton Community College, Stafford Technology Center, 136 Clinton Point Drive, Plattsburgh, NY. Registration is FREE for all participants! To register, [click here](#).

### NCCOC Safety Training

Safety Trainings are hosted by the North Country Chamber of Commerce, 7061 ST RT 9, Plattsburgh. Sponsorships are available for registered members of the Saint Regis Mohawk Tribe and employees of businesses owned by Tribal members. To be considered for sponsorship, requests MUST be made no later than 3 days in advance of date of training. To sign up for sponsorships through the SRMT OED please call (518) 358-2835 or email [economic.development@srmt-nsn.gov](mailto:economic.development@srmt-nsn.gov). To view a listing of upcoming safety trainings please [click here](#).

Thursday, May 4, 2017 from 8:00am to 12:00pm	<b>Lock Out/Tag Out (LOTO)</b>
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	<p>Effective identification and control of hazardous energy will not only save your company money, it may also save a co-worker's life. Data from OSHA estimates that non-compliance with LOTO causes 120 fatalities and over 50,000 injuries each year. Stories of employee's lives cut short due to a failure to control a hazardous energy are more common than we want. Additionally it is one of the top 10 most cited standard with OSHA compliance audits. This session will help you develop of fine tune your LOTO Program.</p>
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### Potsdam Public Computer Center Classes

All classes take place at the Potsdam Public Library at 2 Park Street, Potsdam, NY. You MUST preregister 3 days prior to training event. To register please contact the Saint Regis Mohawk Tribe Office of Economic Development at (518) 358-2835 or email [economic.development@srmt-nsn.gov](mailto:economic.development@srmt-nsn.gov). To view a full listing of upcoming classes [click here](#).

<p>Thursday, May 11, 2017 from 1:30pm to 3:30pm</p>	<p><b>Introduction to Computers</b> Class introduces participants to the basics of PC computers. Covers creation of files and folders, how and where to save them, how to copy from one document to another. Class will be taught using Windows 10/Office Suite 2010. Participants should be comfortable with handling a mouse and keyboard.</p>
<p>May 16, 17, &amp; 18, 2017 from 5:30pm to 7:55pm</p>	<p><b>QuickBooks Basics</b> This 3 session class covers the basics of company set up, customer set up &amp; billing, vendor set up and paying bills, overview of payroll set up, bank reconciliation &amp; generating reports. Class fee of \$75 covers all 3 sessions. Payment must be received on or before May 8 to reserve a seat in class.</p>
<p>Thursday, May 25, 2017 from 1:30pm to 3:30pm</p>	<p><b>Introduction to Microsoft Word</b> Participants will learn the skills needed to construct a document using Microsoft Word. The most useful components of the "Word" program will be discussed, including font style, color and size, setting margins, page orientation, line and paragraph spacing and shortcuts to bold, italic, and underline type. Class will be taught using Windows 10/Office Suite 2010. Participants should be comfortable using a mouse and keyboard.</p>

### SCORE live webinars

SCORE is a non-profit association dedicated to helping small businesses get off the ground, grow and achieve their goals through education and mentorship. Join SCORE for live, free small

business webinars. Learn about the latest business strategies, and get answers to your questions from expert speakers. To register please contact OED at (518) 358-2835 or email [economic.development@srmt-nsn.gov](mailto:economic.development@srmt-nsn.gov). For a list of upcoming webinars [click here](#).

<p>Tuesday, May 2, 2017 from 2:00pm to 3:00pm</p>	<p><b>The U.S. Economic Outlook &amp; Its Impact on Small Business</b>  Join Visa Economist, Jay Hawkins, as he shares the near-term outlook for U.S. economy including the health of small business, consumer spending, housing prices and more. In this session, Jay will cover:</p> <ul style="list-style-type: none"> <li>• An analysis of which demographic segment(s) will provide opportunities for future spending growth, partially derived from VisaNet data.</li> <li>• How much longer the current economic expansion is expected to last and when the next recession is likely to occur.</li> <li>• Whether the slowdown in job growth in March is expected to persist, or if job growth is expected to rebound for the balance of 2017 and 2018.</li> </ul>
<p>Wednesday, May 3, 2017 from 2:00pm to 3:00pm</p>	<p><b>5 Fabulous Habits of Local Business Champions</b>  Learn how to go from being a local business owner to a local business CHAMPION by having a:</p> <ul style="list-style-type: none"> <li>• Consistent and accurate online presence across all sites</li> <li>• Business profile full of rich content like videos, image and reviews</li> <li>• Well-designed, easy-to-navigate website</li> <li>• Business phone that’s answered!</li> <li>• Solid social media marketing strategy</li> </ul>
<p>Wednesday, May 3, 2017 from 4:00pm to 5:00pm</p>	<p><b>Grow Your Business Online</b>  People no longer “go” online, they live online. More than ever, it’s important for businesses to show up in the critical moments when potential customers search for answers, products, and services they need. In this session we’ll introduce the basics of connecting with customers online, including reaching local customers with a free business listing, search engine optimization tips to help your website be found, and an introduction to online advertising.</p>
<p>Thursday, May 4, 2017 from 3:30pm to 4:30pm</p>	<p><b>How to Write Your Email Content in 15 Minutes or Less</b>  Struggling to find the words, images and the right calls-to-action that make the biggest impact with your email marketing? With just about 15 minutes and an easy-to-follow formula, you can kick writer’s block to the curb and be confident that you’ll know exactly what to say to create an</p>

	<p>effective email marketing message. Join us for a free workshop where you will receive:</p> <ul style="list-style-type: none"> <li>• A worksheet to help you write your marketing email in 15 minutes or less and advice on how to use it</li> <li>• Guidance on keeping your email focused on your business goals</li> <li>• A simple checklist to reference before you hit send</li> <li>• An opportunity to ask questions and interact with our workshop presenters</li> </ul>
<p>Thursday, May 4, 2017 from 5:00pm to 6:00pm</p>	<p><b>Find the Hidden Money in America</b></p> <p>There are so many hidden opportunities available to entrepreneurs, but many don't know where to look for them. If you don't take advantage of these opportunities, in the form of grants, contracts, government programs, and private sector resources, you are leaving money on the table. In this webinar, best-selling author, Nely Galán, gives advice on how and where to pursue the hidden money in America. You will learn about:</p> <ul style="list-style-type: none"> <li>• The importance of having your own money</li> <li>• How entrepreneurship provides a path to empowerment</li> <li>• Taking advantage of hidden opportunities</li> </ul>