

The Institute for Workforce Education, a Division of St. Augustine College, the leading provider of dual language workforce education in the State of Illinois, understanding the growing need for sustainability and green training in Chicago and the metropolitan region designed the Management and Green Practices for Small Businesses Training Program. The goal of this training program is for small businesses to operate more efficiently and to take advantage of growth opportunities by using effective small business and green management practices.

Research shows that a variety of green interventions such as energy efficiency, water efficiency, and recycling besides being good for the environment are also important ways of reducing operating costs.

This program will be delivered in partnership with the City of Chicago Department of Community Development's TIFWorks program which has a strategic focus on helping small businesses develop and grow through workforce education and training.

OBJECTIVES

- Effectively apply proven small business management techniques to improve the performance of their businesses.
- Understand small business greening practices and apply green interventions to a variety of areas of their business operation.
- Conduct an energy and water audit among others of their small business and develop plans on how to become more efficient.
- Understand and apply basic safety and security practices for their small business.

CERTIFICATION

After successfully completing the course (attending at least 75% of the time and passing the post assessments), the participants will receive an Institute for Workforce Education certificate.

LANGUAGE

The course will be delivered in English or Spanish by small business certified trainers.

COURSE OUTLINE

This 81 hour course will teach participants a variety of skills including:

- Management (supervision, recruiting, legal issues and others)
- Service management (customer service, marketing, sales and others)
- Financial management (basic accounting, budgeting, forecasting and others)
- Technology applications (introduction to computers, e-commerce and Excel and/or Word)
- Safety and security including OSHA requirements for small businesses
- Green management (energy efficiency, water conservation, recycling, green marketing, green business, grant opportunities and others)

COSTS

The cost of this training program is over \$6,000 and scholarships will be made available. For those that qualify, the program will be free.

CONTACT US TODAY!

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