



MISSION

The Cambridge Business Development Center (CBDC) is a non-profit organization dedicated to helping people start and grow successful and profitable businesses. CBDC is committed to nurturing the entrepreneurial spirit by providing a supportive learning environment and unique mentoring model.

Upcoming Programs, 1998-1999

Getting Started in Business

*September, October, December,
February, April and June*

This 3-hour workshop is targeted to people who are considering starting a business. The workshop covers the fundamentals of launching a business, including forms of business organization, legal requirements, marketing strategies, and business planning. This program is offered with assistance from the Minority Business Assistance Center at the University of Massachusetts.

NxLevel for Business Start-ups

October, 1998

This program is geared to entrepreneurs with a new business concept or who have been in business up to six months and who need a business plan. Offered in conjunction with the Minority Business Assistance Center at the University of Massachusetts, this program guides participants through the process of completing a business plan. In 20 3-hour sessions, participants will receive training in defining business objectives and goals, identifying markets, planning operations, and gaining access to capital. The program features guest speakers, business computer training, and access to free one-to-one counseling.

Growing Your Business: Service

October 1998 through June, 1999

This mentored CEO group brings together participants from the service sector with experienced mentors able to respond to the challenges faced by service business owners seeking to grow their businesses. In addition to mentored monthly sessions, the program also offers technical assistance and guest speakers focused on the specific issues faced by service businesses.

Computer-Aided Business Training

February, 1999

This program provides computer and Internet access, computer-based accounting training, and an introduction to business planning using a combination of lectures and hands-on practice sessions. The program is targeted toward people who want to learn how to use a computer to develop computerized accounting systems or improve other aspects of their business. This program is offered in conjunction with CCTV and Suffolk University, Sawyer School of Management.

NxLevel for Entrepreneurs

April, 1999

This program, offered in conjunction with the Minority Business Assistance Center at the University of Massachusetts, is geared to entrepreneurs and business owners who have been in business more than three years and want to grow. Upon successful completion of the program participants will have a business plan to guide the growth of their business. In 15 3-hour sessions, the program provides training in defining business objectives and goals, identifying markets, planning operations, and gaining access to capital. The program includes expert guest speakers, and participants also have access to free one-to-one counseling.

Growing Your Business: Retail

January through October, 1999

This mentored CEO group brings together participants from the retail sector with experienced mentors able to respond to the challenges faced by retail business owners seeking to grow their businesses. In addition to mentored monthly sessions, the program also offers technical assistance and guest speakers focused on the specific issues faced by retail businesses.



NxLevel for Business Start-ups

Managing the Growth of Your Business

Program

The Cambridge Business Development Center, in conjunction with the Minority Business Assistance Center at the University of Massachusetts, Boston, is offering a twenty-session comprehensive business planning course for start-ups. This course is designed for people who want to start a business and need to test the feasibility of their business concept. The course will guide participants through the development of a business plan that can serve as the blueprint for the business's future growth.

Participants

The program is designed for business owners and entrepreneurs who:

- are considering starting a business or have started one within the last six months
- lack a comprehensive plan to guide the business's growth

Content

The program includes lectures, guest speakers, and technical assistance sessions. Topics covered include:

- developing and testing your business concept
- putting together a thorough business plan
- researching and marketing your business
- understanding and managing your business's finances
- using a computer to manage your business
- funding the growing business

Benefits

Upon completion of the course, each participant will have developed a comprehensive business plan. Additional benefits include a text book and reference guide as well as the opportunity to receive one-on-one business counseling and to network with local business leaders and other participants.

Fees

The cost of the program, including materials, is \$250. A limited number of scholarships are available.

When

The program runs for 20 weeks beginning October 22, 1998 and meets on Thursday evenings from 6-9pm at the University of Massachusetts, Boston.

Applications

Applications are due by October 1, 1998.

Please see back of flyer for information on sponsoring organizations.

For more information or to request an application, please contact Mayer Danzig, Director of Small Business Programs, at 617-349-4690 or at Mayer@cbdc.org.

Sponsoring Organizations

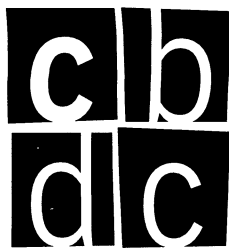
The Cambridge Business Development Center (CBDC) is a non-profit organization dedicated to helping people start and grow successful and profitable businesses. CBDC is committed to nurturing the entrepreneurial spirit by providing a supportive learning environment and unique mentoring model.

The Massachusetts Small Business Development Center Network, The University of Massachusetts Boston, College of Management Minority Business Assistance Center is a partnership of the U.S. Small Business Administration and the Commonwealth of Massachusetts Department of Economic Development through the University of Massachusetts Amherst under cooperative agreement 8-7770-0022-18. The MSBDC Network is a resource of SBA's Business Development Network. For further information regarding MSBDC Network, SBA or state programs, the MBAC may be contacted at University of Massachusetts, Boston, College of Management, 100 Morrissey Blvd., Boston, MA 02125, (617) 287-7750.

Programs of CBDC and MBAC are handicapped accessible.

CBDC and the MSBDC Network reserve the right to cancel or reschedule the workshop.

CBDC and MSBDC Network programs are nondiscriminatory.



cambridge business
development center

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MEMORANDUM

To: Partners and Friends of CBDC
From: Nicola Williams and Mayer Danzig, CBDC
Re: NxLevel for Business Start-ups
Date: September 11, 1998

We need your assistance in spreading the word about our up-coming fall programs, including our business planning seminar beginning in the fall.

The Cambridge Business Development Center, in conjunction with the University of Massachusetts Minority Business Assistance Center, will offer **NxLevel for Business Start-ups**, a 20-week comprehensive business planning program. The program is designed for business owners who are thinking of starting a business or who are in the start-up phase of business growth. The seminar will begin on Thursday, October 22, 1998 and continue through February 18, 1999 on Thursday evenings from 6p.m. to 9p.m.

NxLevel for Business Start-ups is particularly valuable for people who want to start a business and need the skills to test the feasibility of their business concept. Participants will develop a mini-business plan during the course to act as the blueprint for their start-up venture. In addition, participants will receive four sessions of hands-on computer training from BankBoston. Access to free one-on-one counseling is offered to participants.

The seminar series will be facilitated by Hank Turner, an experienced instructor from the MSBDC-Network, MBAC, at University of Massachusetts Boston School of Management. Mr. Turner is a seasoned entrepreneur who has assisted hundreds of business owners in preparing their businesses plans.

The seminar fee is \$250 and limited partial scholarships are available. Applications may be photocopied, or you may forward referrals and direct questions to Mayer Danzig at 617-349-4690 or e-mail at Mayer@cbdc.org.

Consent Communication #67

5895

A communication was received from the Cambridge Business Development Center, transmitting information regarding upcoming fall programs and business planning seminar.

In City Council September 28, 1998

SEP. 28 1998

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