

# Business Management Workshop Tentative Agenda

## **Tuesday, February 14, 2012**

8 - 9 am	Registration & Continental Breakfast
9 - 10:30 am	Employment Law
10:45 - Noon	Quickbooks
Noon - 1 pm	Lunch
1 - 2:15 pm	Quickbooks (cont.)
2:30 - 4 pm	Computer Skills (Excel, Word)

## **Wednesday, February 15, 2012**

7:30 - 8:15 am	Full Breakfast
8:30 - 10:15 am	Lawsuit Protection
10:30 - Noon	Beware of Contracts
Noon - 1 pm	Lunch
1 - 2:00 pm	Beware of Contracts (cont.)
2:15 - 4 pm	Estate / Succession Planning