



VIRTUALLY @ the T-Byrd CENTER

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
VIRTUAL WORKSHOPS JUST \$39.	GOOGLE WORKSPACE BASICS 	"BUSINESS BASICS" SERIES THE BUSINESS IDEA	"PRICING YOUR PRODUCTS"	GOOGLE CONTACTS 	BUSINESS ZOOM NETWORKING EVENT 6-8pm
ZOOM NETWORKING EVENTS FREE	GOOGLE DOCS 	"BUSINESS BASICS" SERIES THE BUSINESS PLAN	"The Administrative Side of Running your Business"	GOOGLE DRIVE 	CAREER ZOOM NETWORKING EVENT 6-8pm
HOURS 10AM TO 12PM OR 6:30 TO 8:30PM	GOOGLE SHEETS 	"BUSINESS BASICS" SERIES BUSINESS TECHNOLOGY	"Creating an eBook for your Business"	GOOGLE MEETS 	
INCLUDES: COURSE MATERIALS CERTIFICATE	GOOGLE SLIDES 	"BUSINESS BASICS" SERIES Marketing your BUSINESS	"CREATING WEBINARS TO PROMOTE YOUR BUSINESS"	GOOGLE CALENDAR 	
FREE 1 on 1 Business Coaching Session	GOOGLE FORMS 	"BUSINESS BASICS" SERIES BUSINESS FINANCES	"YOUR PRODUCT or SERVICE versus RUNNING THE BUSINESS"	GOOGLE CLASSROOM 	

FACEBOOK: [IBYRDCENTER](#) | TWITTER: [@TBYRDCENTER](#) | INSTAGRAM: [@TBYRDCENTER](#) | WEB: [WWW.TBYRDCENTER.COM](#)

FREE 1 on 1 Thirty Minute COACHING SESSION book @: <https://calendly.com/tbyrdit/30min>

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Google Classes

CAREER DEVELOPMENT	BUSINESS DEVELOPMENT
Google DOCS	
Resume	Business Plan
Job Search Letters (cover, thank you, follow up)	Contract
Google SHEETS	
Personal Budget, Income, Expenses	Income, Expenses
Net Income, Hourly Rate	Net Profit, Hourly Rate
Google SLIDES	
Career Portfolio	Business Portfolio
Google FORMS	
Job Search Check Off List	Evaluation, Registration,
Mock Interview – Elevator Pitch Assessment	Job Application, Information Page
Google CONTACTS	
Job Search Contacts, References	Customers, Vendors
Google CALENDAR	
Job Search Appointments	Client, Vendor Appointments, Business Meetings
Bills Due, Training and Networking Events	Events (training, webinars, etc.)
Google MEETS	
Job Search Mock Meetings, Networking events	Business Meetings, Interviews, Staff Training,
Google DRIVE	
File Management (job search, personal budgets, etc.)	File Management (contracts, marketing materials, client)
Google CLASSROOM	
Manage all Job Search documents	Manage all Business documents

THE BUSINESS BASICS SERIES

THE BUSINESS IDEA	
Business idea information sheet / check list	Research Worksheet
Business idea Action Plan	Action Plan Workbook
BUSINESS PLAN	
Business Plan Workbook	Business Plan Project
TECHNOLOGY	
Equipment, Software, Hardware Workbook	Implementation Plan
MARKETING	
Budget, Slogan, Name Registration, License, Permits	Plan of Action, Advertising Materials
BUSINESS FINANCE	
How much do I need workbook	How will I spend the \$\$ workbook
PRICING PRODUCTS	
What will I charge, % of profit	Cost – Labor – Retail Price
ADMINISTRATIVE SIDE OF RUNNING THE BUSINESS	
Office Procedures Workbook, Implementation Plan	Operating Procedures Workbook, Implementation Plan
CREATING an eBook	
Freebie for your Business, Identify, eBook worksheets	Create and Promote eBook
PROMOTING your Business with WEBINARS	
Information webinars (free vs paid)	Topics, Value
PRODUCT or SERVICE VS Running the Business	
Identification, Implementation PLAN	