



# 2018 Technical Training Classroom

Governor's Coordinating Offices  
100 Community Place  
1<sup>st</sup> Floor Conference Room  
Crownsville, MD 21032

Outreach to the small business community is a major function of the **Governor's Office of Small, Minority & Women Business Affairs**. Our focus is two-fold:

(1) building awareness for the Small Business Reserve (SBR) and Minority Business Enterprise (MBE) programs, and (2) connecting small businesses, including those owned by minorities and women, to greater economic opportunities.

Last year we launched the Technical Training Classroom series. These small group sessions allow us to "get into the weeds" on topics that help small business owners improve managerial efficiency and gain an insightful understanding of the state's procurement process.

**Maryland is OPEN for Business** and we're excited to make the Technical Training Classroom series a permanent component of our 2018 outreach program.

All sessions are held on the 4<sup>th</sup> Tuesday of each month at the Governor's Coordinating Offices in Crownsville, Maryland. Registration and parking are **FREE**.

## January 23, 2018

10 am - *Understanding Small Business Filings with SDAT*  
2 pm - *Procurement 101*

## February 27, 2018

10 am - *Navigating eMaryland Marketplace*  
2 pm - *Amp Up Your Small Business*

## March 27, 2018

10 am - *Proposal Writing 101*  
2 pm - *MBE Rights & Responsibilities*

## April 24, 2018

10 am - *Procurement 101*  
2 pm - *Anatomy of a Bid*

## May 22, 2018

10 am - *MBE Forms*  
2 pm - *Bidding Basics*

## June 26, 2018

10 am - *Small Business Bookkeeping*  
2 pm - *Procurement 101*

## July 24, 2018

10 am - *Marketing 101*  
2 pm - *Navigating eMaryland Marketplace*

## August 28, 2018

10 am - *Marketing 101*  
2 pm - *MBE Rights & Responsibilities*

## September 25, 2018

10 am - *MBE Forms*  
2 pm - *Creating an Effective Pitch*

## October 23, 2018

10 am - *Procurement 101*  
2 pm - *Doing Business with the Federal Government*

## November 27, 2018

10 am - *Networking to get Noticed*  
2 pm - *Surety Bonding 101*

*Topics may change. Please check our website for the most current listing.*

Registration will open three weeks in advance of each session. To receive notices of all class offerings, visit our home page and enter your email address in the STAY CONNECTED box.

[goMDsmallbiz.maryland.gov](http://goMDsmallbiz.maryland.gov)