

## **Business Education Programs/Services**

**Hannaford Career Center:** Winter/Spring Classes include Careers in Health Care, Medical Office Practice, Introduction to Medical Transcription, Third Party Billing, Spanish, French, Quickbooks, Financial Planning, American Sign Language, SERVSAFE Certificate Training, Supervisory/Management Seminars to include Organization Behavior, Managing People, Safety, Health & Security, Employment Law, and Communication Skills, Computer Classes to include an icebreaker course, Word 1, 2, 3, 4, Excel 1, 2, 3, 4, Access 1 and 2, Welding, Industrial Electricity, Forklift Operator Safety Training, Automotive Technology and Fundamentals of Programmable Controllers.

### **Vermont Small Business Development Center:**

- ◆ Starting your own business offered statewide once a month and covers topics such as feasibility of starting a business, legal requirements, financing issues, risk assessment and business planning. Next classes in Middlebury are January 8 and March 11<sup>th</sup> from 9am-12 noon at the Addison County Economic Development Corporation
- ◆ Free Confidential Counseling on:
  - Business Start Ups
  - Business Plan Development
  - Acquisition
  - Marketing
  - Expansion
  - Capital Formation
  - Financial
  - Environmental Assistant
- ◆ Professional Certificate in Leadership and Management at UVM
  - Offers Topical highlights from UVM's MBA curriculum
  - 67.5 hours of coursework in Leadership, Strategy Implementation, Sales & Marketing, and Finance & Accounting
  - Completion in 12-18 months
  - Tuition: \$2395

### **Addison County Workforce Investment Board**

Vision: Individuals and employers are finding success and prosperity through well developed, integrated and implemented workforce education and training systems.

Mission: The ACWIB will help identify and develop strategies to support the region's economic growth by responding to current and future workforce needs of individuals and employers

**S.C.O.R.E : “Counselors to America’s Small Business”**

- ◆ Volunteer counselors have more than 600 business skills and are working or retired business owners, executives and corporate leaders who share their wisdom and lessons learned in business
- ◆ Champlain Valley SCORE 284 located in Essex Junction has over 25 members who counsel business owners
- ◆ Three email counselors and twelve regular counselors provide confidential, fast, free counseling to US Citizens & green card holders
- ◆ SCORE 284 has helped 284 businesses succeed
- ◆ Addison County Chapter starting soon?

**Vermont Department of Labor & Industry & Vermont Occupational Safety & Health Administration:**

booklet on Developing an Effective Safety and Health Program

**Vermont Department of Labor:**

booklet titled “Q’s and A’s for Vermont Small Business Employers”.

**Membership in the Vermont Safety and Health Council:**

Reduced rates to VSHC quarterly seminars  
Email updates on safety and health hot topics  
Networking within the safety and health community  
Annual Expo  
Resource and online state-wide training data base  
Website ([www.vshc.org](http://www.vshc.org)) – many opportunities listed

**Membership costs:**

Company with over 50 employees: \$100  
Company with 11-50 employees: \$75  
Company with 10 or less employees: \$50  
Individuals: \$25

Dues are tax deductible.