



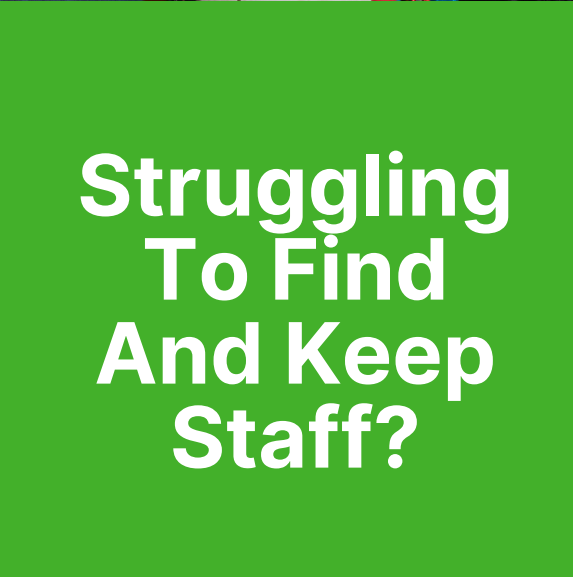
**Serving the  
Columbia  
Basin**



**Policy &  
Procedures  
Manual:  
Why Do I  
Need One!**



**What's  
Next For  
Your  
Business?**



**Struggling  
To Find  
And Keep  
Staff?**



**Time To  
Understand  
Your  
Financial  
Health!**



**Is Your  
Bookkeeper  
Your  
Accountant?**



**BASIN BUSINESS  
ADVISORS PROGRAM**

A PROGRAM OF

**Columbia  
Basin trust**

ADMINISTERED & MANAGED BY

**KOOTENAY PEAKS ADVISORY**  
BUSINESS ADVISORY SERVICES FOR OWNERS

**SUMMER  
WORKSHOPS**

## Upcoming Workshops (via Zoom)

**HR Education Series** 1:00 pm - 2:30 pm PST / 2:00 pm - 3:30 pm MST

**Session 1: Recruiting & Hiring the Right Employees** *Wednesday, July 6*

By recruiting and hiring the right employees from the start, you'll save yourself time and worries down the road.

**Session 2: Employee Retention Strategy—Keep the Best!** *Wednesday, July 13*

Avoiding staff turnover saves you, as a business owner money. So part of retaining staff means understanding why people stick with one job over time.

**Session 3: What's in a Policy & Procedures Manual (& why do I need one)** *Wednesday, July 20*

For those employers who want to develop or improve their Policy & Procedures Manual.

**Session 4: How to Manage & Lead for Success** *Wednesday, July 27*

We can't control how others act, the best we can do is recognize our own role.

**Financial Statements Series** 11:00 am - 12:30 pm PST / 12:00 pm - 1:30 pm MST

**Session 1: Understanding The Basics Of Financial Statements** *Thursday, July 7*

Financial Statements can tell you everything you need to know about your business – but first, you have to learn how to read them.

**Session 2: Reading Your Financial Reports** *Thursday, July 14*

There are five basic reports every business owner should have.

**Session 3: Using Your Financial Statements To Manage Your Business** *Thursday, July 21*

Do you check your bank account to see how your business is doing? It may not be giving you the full picture.

**Session 4: The Six Ratios That Can Tell You Everything** *Thursday, July 28*

Raw numbers on a page won't give you the full story. Financial Ratios are the best way to understand your financial reports and analyze your business over time.

Cost: Free (but pre-registration is required). These workshops are available to residents of the Columbia Basin. To register visit [www.bbaprogram.ca/workshops/](http://www.bbaprogram.ca/workshops/) click "Read More" to learn about each workshop and to register!