

Learning Objectives

- Identify and select a legal structure for your business
- Become aware of legal issues facing small business and outside resources available for help
- Identify internal and external management team members
- Determine current and future employee needs and related expenses
- Identify business insurance, other risk management needs and associated costs
- Understand the pros and cons of outsourcing

Organizational Matters: Management & Legal Structure Session Three

Date: _____

Due: _____

Class Opener

Instructor Topics

- 1. The Legal Structure of Your Business**
Options
Pros and Cons
- 2. Government Regulations and Taxes**
- 3. Other Legal Issues**
Contracts and Leases
Intellectual Property
Risk Management
Estate Planning and Business Succession

Guest Speaker

Break

- Refreshments
- Networking Activity

Instructor Topics—continued

- 4. Developing the Management Team**
- 5. Employee Relations**
- 6. Globalization and Outsourcing**

Work Hour

Assignment for Session Four:

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|-----------------|--|
| WORKBOOK | Read and Complete WORKSHEETS in Workbook Session 3 |
| WRITE | Using the Writing Your Plan page at the end of Workbook Session 3 as your guide, write Section IV. Organizational Matters—Part A. Business Structure, Management and Personnel of your NxLevel® Business Plan |
| TEXT | Read Part VI: Marketing Your Business (Chapters 24, 26, 27 and 30) |