

Management workshop planned

Successful area business leaders will lend a helping hand to small business executives at a unique management training program scheduled for December 13 at the Anchorage Westward Hilton Hotel.

At the one-day workshop, specialists from major area corporations and professional service companies will offer counsel in areas that are critical to success for small business managers, individual entrepreneurs and managers of small non-profit enterprises.

Among the topics to be discussed are "Developing a successful loan application package", "Basic accounting records and internal controls for small businesses", "Selling to large corporations", "Time management!", and "How to participate in subcontracting".

Speakers include Harry Toliver, Manager of Business Development Programs, Atlantic Richfield Company; William Lovern, Principal, Arthur Young and Company; George Easley, President, George W. Easley Company; and Ted Green, Assistant Vice President Commer-

cial Lending, National Bank of Alaska.

Sponsors are the U.S. Department of Commerce, Small Business Administration, Anchorage Chamber of Commerce, Associated General Contractors, Alaska Chapter and the Minority Business Opportunity Committee of the Federal Executive Association.

Fee for the workshop and luncheon is \$10.00. For infor-

mation and application forms contact the U.S. Department of Commerce, 632 Sixth Avenue, Room 412, Anchorage, Alaska 99501, telephone 265-5307 or any of the sponsors.