The regional Business Development Specialist assists in providing educational opportunities and counseling services for business and industry in 11 counties in southern Missouri including Butler, Carter, Douglas, Howell, Oregon, Ozark, Ripley, Shannon, Taney, Texas, and Wright. Services are available to both existing business owners as well as those exploring potential opportunities. The local office at Howell County Extension serves as a counselor for the Missouri Small Business & Technology Development Center located in Columbia and the Missouri Procurement Technical Assistance Center (MOPTAC). Whether your needs are for a business start-up, an expansion program, training of current employees, or assistance with government contracting; your local Business Development Specialist at University of Missouri Extension can assist you. Counseling services are completely confidential and are provided free or at a nominal charge.

Examples of Counseling Services

**SBTDC SERVICES**
- Record Keeping
- Licensing and Tax Requirements
- Market Planning and Advertising
- Financial Ratio Analysis
- Human Resource Planning
- Business Information and Demographics
- Business Expansion, Acquisition and Merger
- Developing the Business Plan
- Sources of Capital
- Business Feasibility
- Budget Analysis

**MOPTAC Services**
- Procurement Counseling
- Automated Bid Matching
- Assist with bid preparation
- Access to Regulations
- Provision of Govt. Specifications
- Procurement Histories
- Registration Assistance

Examples of Available Programs

**Regional Specialist**

*Willis Mushrush*
- Business Development Specialist
- 217 South Aid Avenue
- West Plains, MO 65775
- Telephone: (417) 256-2391
- Fax: (417) 256-8569
- E-mail: mushrushw@missouri.edu
- http://www.extension.missouri.edu/howell/

**Examples of Available Programs**

- How to Start and Manage Your Own Business
- Developing the Business Plan
- Developing Supervision Skills
- Basics of Marketing
- How to Give Exceptional Customer Service
- Leadership Development
- Home-Based Business
- SMART (Strategic Management Analysis Review Tool)
- Human Resource Management
- QuickBooks Pro
- Understanding Financial Statements

**Other Business Resources**

- Missouri Procurement Technical Assistance Center ([www.missouribusiness.net/ptac](http://www.missouribusiness.net/ptac))
- United States Treasury Department ([www.ustreas.gov/](http://www.ustreas.gov/))
- Demographic Data ([www.oseda.missouri.edu](http://www.oseda.missouri.edu))
- Missouri Department of Economic Development ([www.ded.mo.gov](http://www.ded.mo.gov))
- United States Department of Labor ([www.dol.gov](http://www.dol.gov))
- Small Business Administration ([www.sba.gov/](http://www.sba.gov/))
- Missouri Business Development Network ([www.missouribusiness.net](http://www.missouribusiness.net))
- Association of Small Business Development Centers ([www.asbdc-us.org](http://www.asbdc-us.org))
- Community Policy Analysis Center, University of Missouri ([www.cpac.missouri.edu](http://www.cpac.missouri.edu))