

SELF-EMPLOYMENT PROGRAMS

This section contains information about programs designed for unemployed Albertans who have a viable business idea, personal attributes necessary to be successful at self-employment and who are in need of self-employment training. For some of these programs learners may be eligible to receive Alberta Works funding. Check with the training provider for details.

Alberta Women Entrepreneurs (AWE)

#370 The Kananoff Centre, 1202 Centre St. SE, Calgary, AB T2G 5A5

www.awebusiness.com

Roadmap for Success

Ph: 1-800-713-3558

Email:

info@awebusiness.com

This three-hour for start-up entrepreneurs provides an introduction on how to develop a business plan. Facilitated by a business advisor, the session includes a comprehensive workbook with detailed information, business plan samples and a list of resources.

Clients will learn how to:

- Draft the basic components of a good business plan to help them move forward with confidence.
- Conduct informative marketing research.
- Create financial plans that will support business viability.

Cost: \$45 + GST

Canadian Youth Business Foundation (CYBF)

Ste. 68A, 100 Mount Royal Circle SW, Calgary, AB T3E 7P7

www.cybf.ca

Start-Up Program

Contact: Mara Hawkins,

Business Manager

Ph: 403-265-3228

Cell: 403-612-8952

Fax: 403-265-2343

Email: mhawkins@cybf.ca

Provides financing and mentoring to young entrepreneurs, aged 18-34 years, who would like to start their own business or are in their first year of business. Up to \$15,000 unsecured financing is provided based on character, not collateral, with flexible, low interest repayment rates amortized over five years. Loans are provided to young entrepreneurs who may not qualify for funding from conventional lending institutions.

Entrepreneurs are matched with an experienced mentor who works with them an average of four hours per week for two years. Mentors are hand-matched based on entrepreneur's needs.

To help young entrepreneurs succeed, we have partnered with the Business Development Bank of Canada to provide young entrepreneurs an exclusive offer. When they receive financing from CYBF, BDC can provide them with up to twice the initial amount for added financial support: that is up to an additional \$30,000 to get their business off the ground, for a possible total of \$45,000 start-up financing. BDC does have specific qualifications for their matching program, which can be found at: http://www.cybf.ca/cybf_programs/start-up/

Eligibility:

- 18-34 years old
- Have a viable business plan
- Business is new or under a year old
- Business will be a fulltime career
- Eligible to work in Canada
- Agree to work with a mentor for two years

Newcomers Program

Customized support and financing is offered to newcomers who are starting their own business or in their first year of business by providing:

- Pre-launch coaching
- Unsecured, low interest financing up to \$15,000 from CYBF and BDC amortized over five years
- Cultural mentoring
- Interactive online business planners
- Online resources and articles

Eligibility:

- Permanent resident of Canada
- 18-34 years old
- Lived in Canada less than 60 months
- Possess a solid working knowledge of English or French
- Provide three character-based references (at least two must be Canadian citizens)

Visit http://www.cybf.ca/cybf_programs/newcomer/ for more information.

Community Futures Centre West

#6, 205 – 1 St. E, Cochrane, AB T4C 1X6

www.cfcwest.com

Main Email: dgraham@cfcwest.com

Some learners may qualify for Alberta Works funding.

Self-Employment Program

Contact:

Patricia Alderson, Self-Employment Manager

Ph: 403-932-5220 ext 319

Email:

palderson@cfcwest.com

Patti-Jay Powell, Executive

Director

Ph: 403-932-5220 ext 317

Toll Free 1-877-603-2329

Email:

ppowell@cfcwest.com

Ongoing Intake

The program provides 26 weeks of self-employment skill training and mentoring to unemployed individuals in the Airdrie, Crossfield, Cremona, Cochrane, Bragg Creek, Canmore, Banff, Lake Louise, High River, Okotoks, Black Diamond and Turner Valley areas. Successful applicants will learn how to start-up and operate their small business through a series of group training sessions and one-on-one coaching sessions. Emphasis is on completing a sound business plan, building basic financial management skills and developing effective marketing strategies.

Clients must be unemployed, 18 years of age or older, have a viable business concept that matches their skills and financial situation and be willing to commit to the program requirements. Preference will be given to Clients who have a current EI claim, ended an EI claim within the last three years or received maternity or parental benefits within the last five years.

MNP LLP

Ste. 300, 622 – 5 Ave. SW, Calgary, AB T2P 0M6
www.mnptraining.ca

Some learners may qualify for Alberta Works funding.

Self-Employment Program

Contact: Cathy Ellard
Ph: 403-537-7602
Fax: 403-269-8450
Email:

calgaryselfemployment@mnp.ca

For upcoming Information Session dates, call or visit www.mnpconsulting.ca/self-employment/calgary

Selected unemployed/underemployed persons are provided with the necessary skills and knowledge to successfully launch a well-planned and well-researched business. This 26-week program consists of classroom/workshop sessions over the first 10 weeks in areas such as strategic and business planning and market analysis, marketing and sales, human resource management, financial management, operations and risk management, financing and business plan development, etc. The training includes over 30 individual training sessions and workshops. In addition, one year of coaching, mentoring and consulting support is provided by MNP advisors to assist each Client launch a successful business. Clients are expected to have their business up and running by the end of the program.

Preference will be given to active EI and Reachback recipients; however, limited positions are available to Income Support Clients and Other Unemployed Albertans. Eligible Clients must have entrepreneurial skills, a viable business idea, the financial ability to start the business, have not already started the business, and must not have previously taken Self-Employment training.

MKS Learning Centre Inc.

8227 Elbow Dr. SW, Calgary, AB
www.mkslearn.com

Some learners may qualify for Alberta Works funding.

Self-Employment Program

Contact: Main Reception
Ph: 403-253-8484
Call for Orientation Session dates

This 26-week program provides selected unemployed individual men and women with the training and coaching required to create their own successful business. The program consists of 34 half-day sessions over a six-month period combining classroom/workshop training in accounting, marketing, taxation, licensing, business planning, research, registrations, etc., with mentoring/consulting for a full year from start date. It also provides web-based learning resources which allow Clients to access learning materials and participate in marketing their products and services. Successful participants are expected to have their businesses operating by the end of the initial six-month period or earlier.

Eligible Clients include active EI recipients, those who have received EI within the last three years, Income Support Clients and Other Unemployed Albertans. Participants must not have previously taken Self-Employment training. Eligible Clients must have entrepreneurial interests, a viable business idea, and financial resources to start the business and have not already started the business.

Momentum

#16, 2936 Radcliffe Dr. SE, Calgary, AB T2A 6M8

www.momentum.org

All Momentum programs are designed for individuals with barriers to accessing similar training elsewhere such as lower income, cultural or language differences.

ABC's of Small Business

Contact: Jean Jones,
Business Development
Facilitator

Ph: 403-204-2682

Email: abc@momentum.org

Dates: Continuous Intake

Part-time for 12 weeks,

Tues and Thurs evenings

Cost: \$90.00

Prerequisite: Exploring
Entrepreneurship

This modularized self-employment training program is specifically designed to assist people in starting and operating their own small business.

Module 1: Feasibility Study

Prerequisite: Exploring Entrepreneurship

Participants will develop a feasibility study of their proposed business after receiving business training in the subjects of the entrepreneurial mindset, market research, sustainable competitive advantage and financial projections.

Module 2: Business Plan Development

Prerequisite: Feasibility Plan

Subject specialists will lead participants through the information required in a business plan. Subjects include business mission and vision, marketing strategies, financing, implementation, financial statements and operations.

Module 3: Business Operations

Participants learn from experienced speakers how to plan for and conduct the day-to-day operational tasks involved in operating a business. Topics include bookkeeping, human resources, insurance, legal and licensing issues. Growing your business and success strategies are also covered.

Exploring Entrepreneurship

Contact: Elizabeth Lau,
Business Development
Assistant

Ph: 403-204-2671

Email:

business@momentum.org

Dates: TBA

Cost: No cost for participants.

This three-hour workshop introduces the pros and cons of self-employment. Topics discussed include: idea generation, business viability and entrepreneurial strengths. Participants complete a self-assessment to determine if self-employment is for them. An introduction to other full-time and part-time programs is offered by the Business Development department and is a prerequisite for the Self-Employment Program, ABCs of Small Business, the Women's Venture Program, Business Basics 15 and Business Basics 30.

eVentures

Contact: Elizabeth Lau,
Business Development
Facilitator

Ph: 403-204-2671

Email:

elizabethl@momentum.org

Dates: Continuous Intake

Part-time for four weeks

Dates: To be announced

Cost: \$30.00

This part-time program offers participants the opportunity to learn about online business. It is aimed at individuals who want to work from home. Participants may enrol in this program before, after, during or independent of any other Business Development programs. The goal is to become more knowledgeable about what an online presence can and can not do for your business. This is theory-based instruction and **not** a course on building a website.

Gear Up for Success

Contact: Elizabeth Lau,
Business Development
Facilitator

Ph: 403-204-2671

Email:

elizabethl@momentum.org

Dates: Three times per year

Cost: \$10.00 per session

Workshops on topics entrepreneurs need to succeed in today's business world. Led by subject specialists, participants learn with their peers the most recent information and trends.

Micro Business Loans

Contact: Sergio Ribera,
Business Development
Loans Facilitator

Ph: 403-204-2685

Email:

sergior@momentum.org

Continuous Intake

No cost for participants.

Participants work in a business peer support group that offers business training and networking opportunities for micro enterprise start up or expansion. Micro Business Loans are to support disadvantaged entrepreneurs in the start up and expansion of their business. They are character-based loans for persons having difficulty accessing conventional business financing (bank loans). It provides an opportunity to capitalize a business and to establish or repair credit history.

Self-Employment (SE) Program

Contact: Frank Wolever,
Facilitator

Ph: 403-204-2669

Email:

frankw@momentum.org

OR Business Development
Assistant

Ph: 403-204-2671

Email:

selfemployment@momentum.org

Call for intake dates.

Prerequisite: Exploring
Entrepreneurship

Some learners may qualify for Alberta Works funding.

Launch your business in 10 weeks. This full-time program is created specifically to assist unemployed individuals who envision starting a business as the most logical avenue to becoming economically self-sufficient. Each person will create and implement his/her own small business through training and coaching support. Subjects covered include the entrepreneurial mindset, business research strategies, registration, insurance, licensing, taxes, legal issues, bookkeeping, financial statements, computer training, networking, and marketing.

The program is scheduled over 26 weeks in the following format:

- Four weeks of in-class training focused on the knowledge and skill development involved in entrepreneurship
- Six weeks developing a business plan supplemented by three in-class days per week and individualized coaching sessions
- Sixteen weeks implementing the business plan supported through weekly group sessions plus the continuation of weekly, individualized coaching sessions.

Participants must be Alberta residents who are legally entitled to work in Canada. Applicants will be screened for personal suitability to the program and to entrepreneurship. Also assessed will be the viability of the business idea plus the applicant's technical skills and financial resources regarding the proposed business.

Momentum's work within a Community Economic Development framework is dedicated to working with low income Calgarians. All participants would meet the requirements of an unemployed or underemployed Albertan along with demonstrating the personal attributes of a successful entrepreneur. The SE program works with eligible participants who have at least one of the following:

- low income
- a cultural barrier including language
- a disability
- an age barrier
- an educational barrier

Women's Venture Program

Contact: Dallas Fikowski

Ph: 403-204-2670

Email:

dallasf@momentum.org

Call for Intake Dates

Part-time

Tues/Thurs evenings

Cost: \$90

Child-minding/

transportation costs

assisted

Prerequisite: Exploring

Entrepreneurship

This program is specifically designed to assist women living in low-income situations to develop the assets in their lives to pursue their dream of micro enterprise as a means to achieve a sustainable livelihood for themselves and their families. Participants will be taught to start and operate their own small business through group instruction and individual coaching sessions. The program is scheduled over a 24-week (six-month) period in the following format:

- **Orientation and Overview** (two weeks)

- **Phase 1: Feasibility** (four weeks):

The participant will learn business technical skills focused on the feasibility of micro enterprise. Continuous entrepreneurial transition skills will also be taught through the first 12 weeks of the program, focusing on overcoming personal barriers to business success.

- **Phase 2: Business Plan** (six weeks):

Focus is primarily on learning to write an effective business plan. Business coaching begins during Phase 2, to assist participants in evaluating progress and setting attainable goals.

- **Phase 3: Business Operations** (four weeks):

The skills taught are necessary for developing an operational plan for the participant's micro enterprise. Weekly individual business coaching sessions are scheduled to ensure progress and goal achievement. Networking and peer support groups begins with other micro entrepreneurs.

- **Phase 4: Business Launch** (eight weeks):

Participants now enter the phase of launching their own small business enterprise with continuous support through business coaching, peer support, and value-added workshops on specific business topics.

Accepted participants will have a barrier to economic success such as: low income, limited education, limited or sporadic employment, cultural or language differences, and/or limited capital for business start up. Assessment will also include having a viable business idea, coupled with the skills/training necessary to support the business idea.

Women's Venture – Accelerator Program

Contact: Dallas Fikowski

Ph: 403-204-2670

Email:

womensventure@momentum.org

Call for Intake Dates

Cost: \$90

In addition to the regular Women's Venture program, an Accelerator version is now available for those women who want to take their business to the next step. This is a part-time evening program for women who want a sustainable livelihood through self-employment. For the Accelerator program, women **must** already own a business. Clients are women who may be:

- Employed full-time or part-time
- Unemployed
- Low income Other Albertans
- Receiving EI, Reachback or on Income Support