

## Welfare to Enterprise Course

Welfare to Enterprise course comprises of a Business Start up module with the flexibility to be run as the 'Welfare to Work' course. Both courses concentrate heavily on:

- Personal development
- CV writing
- Budget & Money management
- Desktop Publishing & Spreadsheet manipulation

### **STEPS TO ACHIEVE YOUR OBJECTIVES**

- i. Carry out a personal SWOT analysis as an approach to starting and running a business.** (Participants are encouraged to investigate what they want, devise a goal on how to obtain it, investigate their goals and know what it requires and what they need to do to achieve it).
- ii. Writing out your own personal statement.** (Participants are encouraged to consider and document positive, ethical approach towards setting up their business enterprises).
- iii. Carry out your own research.** (Participants are encouraged to locate, read, learn, and investigate information about setting up and running a small business.)
- iv. Planning personal activities around your proposed business** (childcare, studies, religious and spiritual needs).
- v. Ensuring your personal finances are in shape and putting a personal financial plan in place to help you maintain financial stability.**
- vi. Decide on what business you want to pursue and write a business and financial plan.**
- vii. How to get more for your money. Locating and acquiring property and assets (including tools) for your business. Buying, leasing, borrowing, sharing and acquiring old/unwanted items.**
- viii. Investigate ways on how to reduce expenditure and increase revenue. Paying special attention to utility bills.**
- ix. Transport and motoring costs.**
- x. Soft skills such as personal conduct, image, time management, people management, personal management etc**
- xi. Shadowing and working with people already in the line of business you are considering.**
- xii. Assessment and Course Evaluation.**