

# Keys to Your Business Success

## Session 1

Date: \_\_\_\_\_

### Instructor Topics

1. Getting the class started
  - Administrative Details
  - Staff Introductions
  - Instructor Introduction
  - Participant Introductions (optional)
2. Course Introduction
  - Review Books
  - Review Course Outline and Session Dates
  - Explain In-class Structure: Class Openers, Instructor Topics, Group Activities, Guest Speaker, Break, Work Hour, Total Class Time
3. Expectations
  - Student Responsibilities
    - Student Contract
    - Attendance, Absenteeism, Timeliness
    - Homework, Reading assignments, In-class participation
    - "Break food" Rotation/Refreshments
  - Instructor Responsibilities
    - Preparedness
    - Availability for questions between sessions, individual counseling
4. Participant Introductions (unique)

### Break

5. Instructor Topics and "Worksheet Time"
  - The Importance of Entrepreneurship
  - Are You An Entrepreneur?
  - Personal and Business Goals
  - Keys to Business Success
  - Next Steps: Your Action Plan



### Assignment for Session 2:

**WORKSHEETS** Read and complete Session 1 worksheets.

**WRITE** First, complete all of the Session 1 worksheets. Then, using the *Writing Your Business Plan* page at the end of the Session 1 Worksheets, write **Section II. Personal Background Information, Part A. Personal Skills and Experience, and Part B. Personal Financial Resources**. Follow the instructions on the *Writing Your Business Plan* page. Your instructor may also give you additional writing guidelines.

**TEXT** Read all of the material in **Session 1: Keys to Your Business Success**, and **Session 2: Assessing Your Business Idea**.