

YES Montreal (Youth Employment Services)
Services d'emploi pour les jeunes
666 Sherbrooke West, 7th Floor
Montreal, Qc H3A 1E7
www.yesmontreal.ca



WINTER/SPRING 2008 PROGRAM BOOK

Successful futures start with 



 Youth Employment Services
Services d'emploi pour les jeunes

**BIGGER, BETTER, BRIGHTER
YES HAS MOVED
TO LARGER PREMISES**

Our new address is:
666, Sherbrooke St. W., 7th Floor
(Corner University)
Montreal, QC H3A 1E7

www.yesmontreal.ca • T 514.878.9788

YES MONTREAL (Youth Employment Services)

Visit us in our
NEW larger
location!

666 Sherbrooke West, 7th Floor
Montreal, Qc H3A 1E7
Tel: 514-878-9788 • Fax: 514-878-9950
info@yesmontreal.ca
www.yesmontreal.ca

Successful futures start with 

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**SCHEDULES SUBJECT TO CHANGE
ALL WORKSHOPS ARE OFFERED IN ENGLISH
WORKSHOP SPEAKERS MAY BE SUBJECT TO CHANGE**

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Our programs are made possible with the generous support of our partners:



The John Dobson Foundation

The Hay Foundation

The Zeller Family Foundation

The Hylcan Foundation

As a not-for-profit organization, YES Montreal (Youth Employment Services) enriches the community by providing English-language support services to help Quebecers find employment and start businesses. YES relies on the generosity of its friends and the community to provide these professional services. Your donation will ensure that we are able to continue providing services in Montreal. Tax receipts will be issued for gifts of \$10 or more.



2008 Open House Celebration

January 30, 2008

Join us in our new location as we celebrate our move and another outstanding year. We will thank our many volunteers, mentors, supporters, friends, and highlight the success of our clients. Visit the centre, learn about the many services provided by YES and browse the showcase of products and creations by our talented artist and entrepreneurship clients. Stop by and learn how your successful future could start with YES!

11th Annual YES Entrepreneurship Conference

March 8, 2008

The Annual YES Entrepreneurship Conference is one of the largest English-language entrepreneurship events of its kind in Quebec. Each year over 350 entrepreneurs, speakers and special guests join together for a full-day of workshops, exhibits, panel discussions and networking. Past speakers have included Lino Saputo Jr. (*Saputo*), Donald K. Tarlton (*Donald K. Donald Entertainment Group*), Cora Tsouflidou (*Chez Cora*), and Salvatore Parasuco (*Parasuco Jeans*).

This year's keynote address will be given by Guy Laframboise of Subway Quebec.

NetWORK Now: The 15 Minute Job Interview

March 27, 2008

Come and spend an evening of networking with some of Montreal's top employers. Pre-selected candidates will participate in group interviews with companies in their field, and will have a unique opportunity to come face-to-face with potential employers. Polish up that cv, NetWORK Now and kick-start your career!

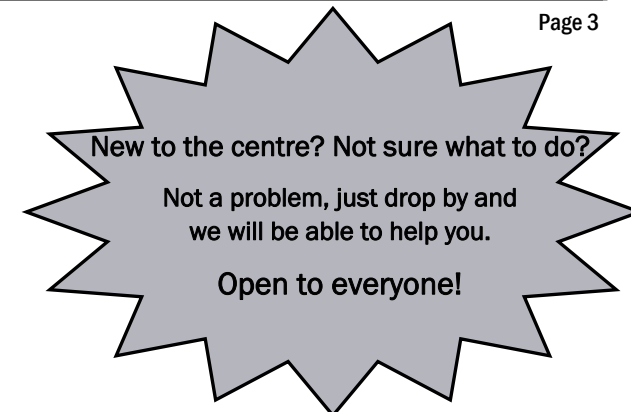
Contact us at 514-878-9788 if you are interested in participating in this exciting event.

8th Annual YES Self-Employed Artists Conference

June 2, 2008

Held annually, this unique conference is a full-day of workshops, panel discussions and networking opportunities. With over 300 participants, speakers and special guests, this event has hosted some of Montreal's most renown artists and celebrities, including Kevin Tierney (*Bon Cop, Bad Cop*), Len Blum (*Over the Hedge*), Yann Martel (*The Life of Pi*) and Roberto Wilson (*Cirque du Soleil*).

Would you like to be kept advised of our upcoming events? Call us at 514-878-9788 to be added to the YES mailing list or visit our website at www.yesmontreal.ca and sign-up for the YES e-newsletter.



YES has moved to larger premises to better serve you.

**666 Sherbrooke W., 7th Floor (Corner University)
Montreal, Qc H3A 1E7 • 514-878-9788**

- | | |
|------------------------------------|----------------------------|
| ➤ New Central Location | ➤ Entrepreneur's Corner |
| ➤ New Computer Lab | ➤ Artist's Corner |
| ➤ New and Improved Resource Centre | ➤ Larger Seminar Rooms |
| ➤ Private Counselling Rooms | ➤ More Workshops |
| ➤ Larger Resource Library | ➤ And much, much, more!!!! |

Help us celebrate our move on January 30th, 2008 by joining us for a special day of activities at our Open House.

Name: _____
Address: _____
Phone: _____
Email: _____

\$10 Off Any Workshop

Visit us in our new office and save!

Present this coupon and receive a \$10 discount on any YES Montreal Workshop.

No Cash Value - This offer is limited to one per client and is valid until March 31, 2008.
This offer can not be applied towards language courses.

YES Staff

Iris Unger, Executive Director

Fernanda Amaro
Silvina Asurmendi
Nirmala Bains
Olivia Corning

Allison Eades
Nadja Grabovari
Sherry Hollinger
Annalise Iten

Zina Koro
Danny Légaré
Maria Pereira
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Hilary Radley

CEO, Hilary Radley Design Studio

Herschel Segal

Founder & President, Le Château Inc.

It starts with you... Please give generously.

Donate online at www.yesmontreal.ca or by phone: 514-878-9788

Successful futures start with 

The **YES Mentorship Program** aims to facilitate the conveying of skills, knowledge and wisdom from an experienced professional (a mentor) to a less-experienced individual (a mentee). A mentor acts as a guide, a role model and as an advisor to a mentee, who is willing to learn from their mentor's experiences in order to develop their career or business. The development of a successful mentoring relationship requires an investment of time, the ability to be open and honest, and a commitment to personal development and learning.

Career Mentorship Program

The YES Career Mentorship Program facilitates youth career development and employment in Quebec. Mentees are matched with experienced professionals who can provide support, guidance and encouragement. Career mentees work towards achieving specific career goals that they establish at the start of the relationship.

Mentees and mentors under the YES Career Mentorship Program must commit to meeting in person at least once a month for a period of six months.

Entrepreneurship Mentorship Program

The YES Entrepreneurship Mentorship Program aims to increase the success rate of start-up entrepreneurs by providing them access to the knowledge and expertise they need to make good business decisions on their own. Entrepreneurs are matched with experienced business people who can provide support, guidance and encouragement. Entrepreneurship mentees work towards achieving specific business goals that they establish at the start of the relationship.

Mentees and mentors under the YES Entrepreneurship Mentorship Program must commit to meeting in person at least once a month for a period of one year.

Become A Mentor

Are you an experienced professional with a sense of commitment and desire to give back to the community? Do you want to share your knowledge and expertise? If you answered yes to any of these questions, please contact YES for further information on how you can give something back to the community by becoming a mentor.

For more information about the YES Mentorship Programs, please call us at 514-878-9788.

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Grants

YES/La fondation du maire de Montréal Contests

Each year, YES teams up with *La fondation du maire de Montréal pour la jeunesse* to offer a variety of grants to support young start-up entrepreneurs. **Candidates must meet all eligibility requirements. It is mandatory that you meet with a business or artist coach before submitting a contest application.**

Entrepreneurship Business Plan Contest

Start preparing today and give yourself the best chance of receiving a \$7,500 grant for your business. For more information, please attend the **Entrepreneurship Grants & Loans Information Session (see pg 19).**

Eligibility Criteria

To be eligible for this grants, you must

- Be between 18 and 35 years of age
- Have a low income
- Live and operate your business or your artistic project on the island of Montreal

A complete list detailing the eligibility criteria can be found at www.yesmontreal.ca

Artist Project Plan Contest

Get your artistic project off the ground with a grant of \$3,000. Deadline for submission is Monday, April 14, 2008 at 5 pm. For more information, please attend the **Jump-Start Your Art Information Session (see pg 19).**

Eligibility Criteria

To be eligible for this grants, you must

- Be between 18 and 35 years of age
- Have a low income
- Live and operate your business or your artistic project on the island of Montreal

A complete list detailing the eligibility criteria can be found at www.yesmontreal.ca

Loans

Are you in need of financing for your new business? You may be eligible for a loan of up to \$15,000 through YES in partnership with the Canadian Youth Business Foundation (CYBF). **It is mandatory that you meet with a business coach before submitting a loan application.**

Eligibility Criteria

To be eligible for this loan, you must

- Be between 18 and 34 years of age and be a permanent resident or Canadian citizen
- Demonstrate relevant knowledge and/or experience within the industry
- Work in the business on a full-time basis
- Present a business plan demonstrating the viability of your business
- Be in business for less than 12 months (from the time of your first sale)

As a not-for-profit organization, YES Montreal (Youth Employment Services) enriches the community by providing English-language support services to help Quebecers find employment and start businesses.

Job Search Program

FOR YOUTH AGED 16 TO 35 YEARS. This program includes daytime and evening workshops, individual career counselling, career testing services, paid internship programs, French courses, cover letter and résumé translation, a mentoring program, job postings, networking opportunities, a resource library, and free computer access.

Entrepreneurship Program

OPEN TO ALL AGES. The entrepreneurship program offers daytime and evening workshops, one-on-one business coaching, a legal information clinic, accounting clinics and labs, mentoring, grants & loans, an extensive resource library and referrals to the YES Legal and Accounting Team, who offer services at preferential rates. YES has a comprehensive resource guide entitled: "The Montreal Entrepreneur's Guidebook", which is available for purchase at our centre. YES also hosts an annual entrepreneurship conference each spring, the largest English-language event of its kind in Quebec.

Artists Program

OPEN TO ARTISTS OF ALL AGES AND DISCIPLINES. The YES Artists Program offers workshops, employment counselling, business coaching, information and labs on artist grants. YES has a resource guide for artists of all disciplines, entitled: "Business Skills for Creative Souls: A Handbook For Montreal Artists". This essential handbook for artists is available for purchase at the YES centre. YES also hosts an annual artist conference, called "Business Skills for Creative Souls" each spring.

Registration Information

Our daytime workshops are available on a drop-in basis or by pre-registration. Workshops are limited to 30 participants and fill up quickly, **pre-registration is strongly recommended.** Please call us for details or to register. Pre-registration is mandatory for all evening workshops.

Where there is a fee for a workshop you may register in person, by mail, by fax or by phone. Payments can be made using cash, cheque or credit card (for transactions of \$10 or more). For registration information, please call **514-878-9788.** **Workshop payments of \$15 or less are non-transferable and non-refundable.** Cancellations for the Start Your Own Business series and French courses must be received two business days before the start of the FIRST workshop in the series. Late arrivals for workshops are NOT permitted.

Please note: If you are unable to keep an appointment at YES, you must advise us one business day in advance. If you are more than 15 minutes late, you will be required to reschedule. We reserve the right to deny future services.

Artist and Entrepreneurship Services

A one-time non-refundable \$20 file activation fee is required for specialized entrepreneurship and artist services including coaching, legal and accounting clinics, labs, and professional referrals. You will be exempt from this fee if you are receiving social assistance at the time of your appointment. To cancel or reschedule an appointment, you must provide at least one business day's notice. A \$5 fee to reactivate your file will be charged to you in the event that sufficient cancellation notice was not provided.

BUSINESS HOURS: MONDAY TO FRIDAY, 9 AM TO 5 PM, WORKSHOP HOURS: MONDAY TO FRIDAY, 9 AM TO 9 PM.

The YES centre is closed on all legal holidays and will be closed for the holiday season.

For more information call 514-878-9788. Register for the YES e-newsletter on our website at www.yesmontreal.ca to stay up to date on all of our events.

The YES Job Search Program is designed for youth 16 to 35 years who are looking for employment, or who need help planning or changing their careers. Professional employment and career counsellors provide a variety of job search workshops and offer individual counselling. In addition to scheduled appointments, 15 minute drop-in sessions are available with Job Search counsellors Monday to Friday from 11:00am - 12:00pm. YES also offers an intensive French course for job seekers and translation services for résumés and cover letters. YES' extensive job search library has essential resource materials for everyone's employment needs. Job Search clients have access to a fax machine, photocopier and free access to a computer lab, internet, a resource library and telephone.

Please Note: Late arrivals will not be permitted entrance to group workshops. If it is your first time visiting YES, please arrive at least 15 minutes before the workshop.

Clients are required to attend the **Jump-Start Your Job Search Orientation Session**, before having access to the following services:

- Individual career counselling
- Career testing services
- Employment strategies
- Job search workshops
- Mock interviews
- Mentorship



Jump-Start Your Job Search Orientation Session

Tuesdays and Fridays, 2:00pm - 4:00pm

Cost: FREE

In this session, Job Search counsellors will introduce you to the services and resources available at YES. Participants will be given an overview of the job search process while engaging in exercises to identify effective job search strategies and to help establish a practical action plan.

Cover Letter & Résumé Writing Workshops

Cost: FREE
Pre-registration is required.

Monday, 10:00am - 12:00pm: Jan 21, Feb 18, Mar 17, Apr 21, May 26, June 23, July 21, Aug 18

Monday, 2:00pm - 4:00pm: Jan 7, Feb 4, Mar 3, Apr 7, May 5, June 9, July 7, Aug 4

This valuable workshop will enable participants to assess and pin-point their qualifications, skills and achievements properly. Participants will learn key guidelines to write strategic résumés and effective cover letters. **Be sure to bring your CV!**

Grants and Loans Information Session



For Entrepreneurs Grants and Loans

Whether you are an artist or entrepreneur looking to start your business or looking to expand, we have funding options for you. By attending a Grants and Loans information session you will learn about funding options available through YES. Information is also available about funding options from different community programs. Other topics also covered include eligibility criteria, targeted sectors and industries, as well as levels of funding available.

For more information, please contact us at 514-878-9788.

Please Note: Late arrivals will not be permitted entrance to group workshops. If it is your first time visiting YES, please arrive at least 15 minutes before the workshop. Nominal charges may apply for some services.

Offered On Thursdays:
Jan 10, Jan 24, Feb 7, Feb 21, Mar 6, Mar 20, Apr 3, Apr 17, May 1, May 15, Jun 5, Jul 10, Aug 7
2:00pm - 3:00pm
Cost: FREE (Handouts \$1)

For Artists Jump-Start Your Art & Artist Grants and Loans (see page 17 for details)

Offered On Thursdays:
Jan 17, Jan 31, Feb 14, Feb 28, Mar 13, Mar 27, Apr 10, Apr 24, May 8, May 22, Jun 19, Jul 24, Aug 21
2:00pm - 3:30pm
Cost: FREE (Handouts \$1)

Grantsmanship Labs

Artist Grant Writing Lab

Tuesdays
2:00pm - 4:00pm
Jan 22, Feb 19, Mar 11, Apr 1, May 13

Cost: FREE*

Maximum of 15 people.

This artist writing lab is your one-stop for the do's and don'ts of grant and proposal writing. In this hands-on lab you will not only learn about funding options, and the criteria required for different types of funding, but you will have an opportunity to work on your proposals and get answers to your questions before you send out your request. Artist and business coaches will be on hand to guide you with your applications and give advice on things such as financial assessments, budgets and timelines. So bring your documents and let's get writing!

*A one-time non-refundable \$20 file activation fee is required for specialized entrepreneurship and artist services including coaching, legal and accounting clinics, labs, and professional referrals. You will be exempt from this fee if you are receiving social assistance at the time of your appointment. Please review the Artist and Entrepreneurship Services section on page 5 for details on our cancellation policy.

Business Skills for Creative Souls Workshops

Tuesday evenings, 6:30pm - 8:45pm
Cost: \$10 each

Unique in Montreal, these workshops are designed for the employment and self-employment needs of artists. Space is limited to 30 participants. Register early to ensure your participation!

Visit our website www.yesmontreal.ca for regular updates on these seminars.

The Perfect Fit: Choosing an Agent and Manager

January 15

Speaker: TBD

Whether you are just starting out, or well on your way in your artistic career, good representation can be hard to find. A good agent or manager can manage your time and/or career while allowing you to hone your artistic skills. Participate in this workshop and meet with an industry professional who will provide practical advice about how to choose an agent or manager who's right for you.

Getting the Word Out: Publicity for the Self-Employed Artist

February 5

Speaker: Dave Cool
Stand Alone Records

The public's perception should never go underestimated. Publicity and media play a major role in shaping an artist's career. With media and publicity properly in place, you will be able to transfer your message effectively. Here is your chance to learn everything there is to know about how to publicize your work. Learn how to construct an effective press release, where to send it, and how to follow up. Get the word out, quickly and effectively, with stellar results.

A Play On Words: Getting Your Work Published

March 25

Speaker: Simon Dardick
Véhicule Press

Come and meet local literary luminary Simon Dardick from Montreal's legendary publishing house Véhicule Press, as he discusses getting your work in print and out there. For over thirty years Véhicule Press has been publishing prize-winning books in the literary realms of poetry, fiction, social history, Quebec Studies, Jewish studies, jazz history, and restaurant guides. Sign-up and get helpful hints about where and how to get your work published in Montreal.

Showcase Your Work: Build Your Portfolio

April 22

Speaker: TBD

More than a résumé of pictures and images; your portfolio should showcase the range of skills a potential client would look for in an up-and-coming artist. Representatives from various branches of the artistic world will be on hand to discuss the various types of portfolios commonly used in today's world and will display samples of their portfolios to set you off in the right direction.

Interview: Part I

Cost: FREE
Pre-registration is required.

Participants must pre-register for both Part I and Part II.

Monday, 10:00am - 12:00pm: Jan 14, Jan 28, Feb 11, Feb 25, Mar 10, Mar 31, Apr 14, Apr 28, May 12, June 16, June 30, July 14, July 28, Aug 11, Aug 25

Learn about the do's and don'ts of job interviewing, the various types of interviews, and how to prepare for a successful interview. Participants will learn firsthand the importance of non-verbal communication, and how to respond to those difficult questions that may come up, such as "what is your biggest weakness?"

Interview: Part II

Cost: FREE.
Participants must pre-register for both Part I and Part II.

*One-on-one appointments between 1 - 4pm will be made for participants at the end of Interview Part:I.

Mondays*: Jan 14, Jan 28, Feb 11, Feb 25, Mar 10, Mar 31, Apr 14, Apr 28, May 12, June 16, June 30, July 14, July 28, Aug 11, Aug 25

Participants will have the opportunity to practice the interview skills and techniques learned in Interview: Part I. By means of a 7 minute mock interview, this one-on-one interview will be videotaped and reviewed by a Job Search counsellor providing valuable feedback on your performance. Each individual session will total 15 minutes.

To organize videotaped interview sessions for your group, please contact us at 514-878-9788. A nominal fee is associated with this service for groups.

Monday, 10:00am - 12:00pm: Jan 7, Feb 4, Mar 3, Apr 7, May 5, June 9, July 7, Aug 4

Cold Calling & Informational Interview Workshops

Cost: FREE
Pre-registration is required.

Monday, 2:00pm - 4:00pm: Jan 21, Feb 18, Mar 17, Apr 21, May 26, June 23, July 21, Aug 18

Through this workshop, participants will learn how to develop and sharpen their skills before contacting potential employers. Participants will learn how to develop, and prepare their professional presentation and will have an opportunity to practice it with other participants.

Goal Setting & Staying Focused

Cost: FREE
Pre-registration is required.

Wednesday, 10:00am - 12:00pm: Jan 23, Feb 27, Mar 26, Apr 23, May 28, June 25, July 23, Aug 27

Participants will explore how to maintain focus and motivation throughout their job search process. Through exercises, they will develop realistic career goals and determine concrete steps towards achieving them. Participants will also have the opportunity to explore the fundamentals of time and stress management.

Self-Assessment: Part I

Cost: FREE
Pre-registration is required.

Participants must pre-register for both Part I and Part II.

Wednesday, 10:00am - 12:00pm: Feb 6, Mar 5, Apr 2, May 7, June 4, July 2, Aug 6

Based on personality and interests, this workshop will help job-seekers identify which career opportunities are right for them. By participating in self-assessment activities, clients will be able to clarify their career related preferences and learn how their personality and interests can be used to create a realistic and personalized career path.

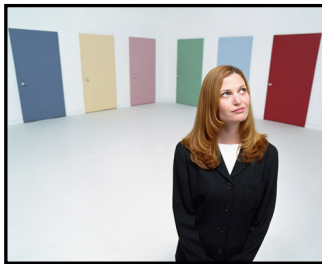
Self-Assessment: Part II

Cost: FREE
Pre-registration is required.

Participants must pre-register for both Part I and Part II.

Wednesday, 10:00am - 12:00pm: Feb 13, Mar 12, Apr 9, May 14, June 11, July 9, Aug 13

Participants who have taken Self-Assessment: Part I will continue to explore the process of self-assessment by examining their values, skills and beliefs while discussing the steps to be taken in career exploration and the obstacles that may be encountered.



Career Testing Services

Pricing is on a sliding scale.
Please call for more information.

A series of standardized career tests will be used to help you to determine your interests, personality preferences and to clarify your career objectives. Testing is offered on an individual basis by a trained professional counsellor.

YES Internship Program

YES Montreal in partnership with the federal government, offers paid internships in a variety of fields. Through workplace training, participants will gain practical skills that will help ensure successful integration into the job market. For more information, including eligibility requirements, please speak to a YES counsellor.

Résumé & Cover Letter Translation

Please call for pricing.

Get your résumé and cover letter professionally translated from English to French. Submit your electronic document and your translation will be ready within 5 working days. Please call us at 514-878-9788 for pricing.

The YES Artists Program is open to artists of all ages and disciplines. Artists have access to workshops, business coaching, career counselling services and resources in the YES library specific to their needs. The Annual YES Artists Conference and the Artist Project Plan Contest take place each spring.

Please Note: Late arrivals will not be permitted entrance to group workshops. If it is your first time visiting YES, please arrive at least 15 minutes before the workshop.

Jump-Start Your Art & Artist Grants and Loans

Thursdays, 2:00pm - 3:30pm
Cost: FREE (Handouts: \$1)

Jan 17, Jan 31, Feb 14,
Feb 28, Mar 13, Mar 27,
Apr 10, Apr 24, May 8,
May 22, Jun 19, Jul 24, Aug 21

Are you an artist seeking to make a living off your artistic talent? Regardless of your artistic discipline, YES offers services and resources to help you succeed. This orientation session will tell you about the support services YES offers and will provide you with the basic skills you need to get started as a self-employed artist. Topics covered include grants, loans and other funding options for various artistic disciplines.

Artist Business Coaching Sessions

By appointment only
Cost: FREE*

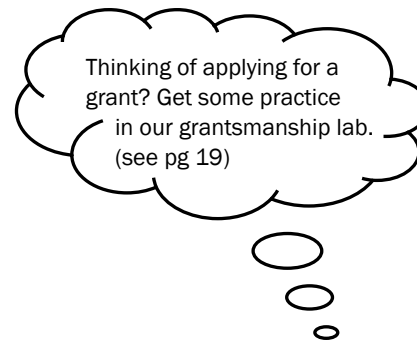
YES Montreal offers one-on-one coaching services for self-employed artists, and those who are seeking to earn an income through their artistic abilities. Artist coaching gives artists the opportunity to refine their goals, find answers to questions regarding self-employment and promotion while turning an artistic passion into a profession.

We can assist you in:

- Project planning
- Developing networks and networking opportunities
- Creating strategies for success

Please contact us at 514-878-9788 to book an appointment for coaching services. Evening coaching sessions are available.

Coaching services are also available on a drop-in basis every Friday from 2:00pm - 4:00pm for a 15-minute session.



*A one-time non-refundable \$20 file activation fee is required for specialized entrepreneurship and artist services including coaching, legal and accounting clinics, labs, and professional referrals. You will be exempt from this fee if you are receiving social assistance at the time of your appointment. Please review the Artist and Entrepreneurship Services section on page 5 for details on our cancellation policy.



Fine Tuning for the Client

Wednesday evenings, 6:30pm - 8:30pm
Cost: \$15 each

These new workshops are designed to fit the career-building needs of job seekers, entrepreneurs and artists alike. These four workshops will provide you with essential skills and techniques to help you excel in your job search, career, business start-up or artistic venture. There is something for everyone, so don't delay, sign up today!

Visit our website at www.yesmontreal.ca for regular updates on these seminars.

Speaking Like a Professional

February 20

Speaker: TBD

For those who experience a bout of stage-fright as they prepare to give a speech, this workshop is just for you. Learn the tricks of the trade and start speaking with confidence and poise.

Get Organized

March 26

Speaker: Susan Portnoy
Organized Success

One of the keys to maximizing your efforts as you set out to secure that job opportunity or start-up your business is managing your time effectively. Come learn about tips on how to organize and maintain your schedule and reap the benefits of managing your time efficiently.

Dress for Success

April 23

Speaker: Monica de Liz
Image 4 Success

Do you know what it takes to create the right impression? Regardless of your knowledge or expertise, people will judge your appearance when they first meet you. In this workshop you will learn how to use your clothes to project a successful image, which will help you achieve your goals. Our image expert will discuss what is appropriate, and what is not, in business and employment settings and will share practical real-life-fashion strategies on how to leverage your existing wardrobe to achieve the look you want.

Marketing Yourself

May 14

Speaker: Harold Simpkins
John Molson School of Business

Whether or not we know it, we 'market' ourselves every day. Being in contact with other people, through interaction and communication we have the ability to convince others that the best product on the market, the best service out there, is ourselves. With this engaging workshop, you can learn how to promote your knowledge, skills, and experience to potential employers, possible investors, or anyone in your working circle.

Career Exploration Workshops

Thursday evenings, 6:30pm - 8:30pm
Pre-registration is required.

Stay tuned to our website www.yesmontreal.ca for the names of the specialists who will be presenting.

Jobs in the Public Sector

February 7

Cost: FREE

From foreign affairs to the environment, the federal public sector offers a wealth of employment opportunities. In this workshop you will have the chance to meet a representative from the Federal Public Service Commission who will give you the inside scoop on how to secure your dream job in the public sector.

Communications and Marketing

March 6

Cost: \$15

If you like working with people in the media, or product development, give yourself an edge on the competition by gaining helpful hints on how to secure a job in this field. This is your opportunity to learn directly from people in the field.

International Development & Non-Governmental Organizations

April 3

Cost: \$15

If you want to work for a cause for the betterment of tomorrow, this career night is for you! Meet with professionals currently working in these fields to gain vital information about what a career in international development and NGOs really entails.

Trends in the Trades

May 1

Cost: \$15

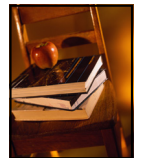
Many of the market's hottest careers right now don't require you to sit behind a desk all day. If you like to work with your hands and discover solutions to a variety of problems, you're in luck. Get your questions answered by industry professional and you might discover that career in the trades is right for you.



French For Job Seekers

This is a four-week course, held twice a week.

Tuesdays and Fridays, 9:30am - 12:30pm
Cost: \$65, Pre-registration is required.



SESSION 1: January 15 - February 8
SESSION 2: February 19 - March 14
SESSION 3: March 25 - April 18
SESSION 4: April 29 - May 23

This intensive, 4-week course is specifically designed for students with a basic knowledge of the French language. Emphasis will be placed on improving conversational skills in a business context while focusing on grammar and vocabulary. Participants will also have an opportunity to work on their cover letter and to participate in mock interviews.

YES reserves the right to cancel if there are less than ten participants per course.

Open to Individuals of All Ages

YES entrepreneurship program offers workshops and seminars that will help you refine your ideas, start or grow your business and locate the resources you need to succeed. Pre-registration is required for some workshops. Entrepreneurship clients have access to a fax machine, photocopier and free access to a computer lab, internet, a telephone and resource library filled with the latest magazines and books.

Please Note: Late arrivals will not be permitted entrance to group workshops. If it is your first time visiting YES, please arrive at least 15 minutes before the workshop. Nominal charges may apply for some services.

Jump-Start Your Business Orientation Session

Wednesdays, 2:00pm - 3:00pm
Cost: FREE (Handouts: \$1)

Thinking of starting a business? Find out about the services and resources offered to you as a YES Entrepreneurship client. As a budding entrepreneur you do not want to miss this orientation session which provides the basic information required to launch your business. Get a glimpse at what it takes to be an entrepreneur, gather your facts and get ready to Jump-Start Your Business.



Validate Your Business

9:30am - 12:00pm
Jan 17, Feb 14, Mar 13, Apr 10, May 8

Cost: FREE*
Pre-registration is required.

While it's easy to come up with business ideas, the real challenge is figuring out which ones can become a sound business opportunity. Designed for clients that have an existing idea, this hands-on session will help you determine if your project is worth pursuing. Conduct a market analysis, a cost-profitability assessment and complete your business opportunity checklist. **Don't forget to bring your documents, your calculators and your laptops.**



Business Talk (With Business Card Exchange)

6:00pm - 7:30pm
Jan 23, Mar 19

Cost: FREE
Pre-registration is required.

These lively sessions will allow entrepreneurs to share and examine practical and problematic business scenarios. This is an excellent forum for increasing your business expertise and making new contacts to build your network. Our Business Coaches will be on hand to facilitate the session. **Bring your business cards!**



Social Entrepreneurship: The Next Generation of Business

6:30pm - 8:45pm
Apr 28 & Apr 29

Cost: \$25 (for both)
Pre-registration is required.

Discover this emerging trend and start your business as an innovative solution to address social issues and growing environmental concerns. This two-day workshop will examine social entrepreneurship as a viable business model while exploring market opportunities, financing options, marketing strategies and other tools you might need to get your social business started.

Other Services

Professional Referral Services

YES offers referrals to professionals who provide their services at preferential rates for YES clients to assist them in their entrepreneurial endeavours. **Consultation with the Entrepreneurship Services Coordinator is required prior to a referral.**

YES Accounting Team

Do you need help setting up your books? Do you have questions about taxes? The Accounting Team is here to assist you with the financial aspects of your business. The YES Accounting Team provides their services at preferential rates to help you get started.

YES Legal Team

YES has a professional Legal Team that you can consult with for legal services at a preferential rate. Services range from setting up your corporation and drafting your shareholder or partnership agreements to reviewing your business contract or lease. Take advantage of this valuable resource.

Marketing Tools for YES Clients & Alumni

Entrepreneur's Corner (E-Corner)

Get connected with fellow entrepreneurs. The Entrepreneur's Corner (E-Corner) offers an opportunity for YES entrepreneurship clients to post their business card in order to advertise their products and services. Post and access the E-Corner for free.

YES E-Directory

YES offers a free marketing tool on its website for its entrepreneurship clients to promote their services and products. The YES E-Directory is an online directory of our clients' businesses and contact information. Anyone can have access to this virtual resource and learn about the services and products that YES clients have to offer. For more information please contact us at 514-878-9788.

Business Plans for Entrepreneurs

Cost: FREE

Twice a year, YES Montreal in partnership with a local university, offers entrepreneurs the opportunity to have their business plan created by a team of business students. Entrepreneurs interested in participating in this exciting project are required to submit a 1-2 page business proposal. The deadlines for submissions are in mid-August and mid-December. For more information please contact us at 514-878-9788.

Our Expertise At Your Service

Business Coaching Sessions

By appointment only
Cost: FREE*

Evening Business Coaching Sessions

YES Montreal is offering one-on-one business and self-employed artist coaching sessions in the evenings.

For more information, or to book an appointment, please contact us at 514-878-9788.

We provide one-on-one support as you start, grow or expand your business. Our business coaching services focus on supporting you, in getting answers to your business questions and maximizing the effectiveness of your entrepreneurial efforts.

We can assist you with:

- Idea evaluation and business set-up
- Growing and maintaining your business
- Business plan writing and development
- Market research, sales and marketing
- Advice on financing options and resources
- Guidelines to strengthen your business skills
- Importing/exporting, online business, franchising and more

Please contact us at 514-878-9788 to book an appointment for business coaching services. Evening coaching sessions are available.

Drop-in business coaching services are available every Friday from 2:00pm - 4:00pm for a 15-minute session.

Legal Information Clinic For Entrepreneurs

From September to April
By appointment only
Cost: FREE*

YES invites you to take advantage of our free legal clinic for entrepreneurs. Our legal information officer is available to provide information and to answer any questions you may have relating to business issues such as business structures, contract law, taxation or intellectual property.

For more information, please contact us at 514-878-9788.

Accounting Clinic For Entrepreneurs

From September to April
By appointment only
Cost: FREE*

In this clinic, professional accountants are available to provide you with information and answers to any accounting questions you may have. Get advice on accounting issues such as record keeping, business valuations, financial statements and business taxes.

For more information, please call us at 514-878-9788.

*A one-time non-refundable \$20 file activation fee is required for specialized entrepreneurship and artist services including coaching, legal and accounting clinics, labs, and professional referrals. You will be exempt from this fee if you are receiving social assistance at the time of your appointment. Please review the Artist and Entrepreneurship Services section on page 5 for details on our cancellation policy.

It starts with you... Please give generously.
Donate online at www.yesmontreal.ca or by phone: 514-878-9788



Interpersonal Skills for Entrepreneurs and Artists

Attend this series of captivating workshops to harness your potential; hone in on your interpersonal skills and maximize your success. These workshops will allow the entrepreneur and self-employed artist to integrate and synthesize information from a variety of sources, allowing them to make better-informed decisions.

Negotiating Your Path to Success

Jan 10, Feb 7, Mar 6, Apr 3, May 1
10:00am - 12:00pm

Cost: FREE
Pre-registration is required.

Through sample scenarios and role-playing, this workshop will demonstrate how to utilize effective listening skills, instill compromise in business situations, make offers and counter-offers, and successfully close a deal. Learn the fundamentals of negotiation, to help you become successful in your business venture or artistic endeavour.



Customer Service: The Complaint Advantage

Jan 24, Feb 21, Mar 20, Apr 17, May 15
10:00am - 12:00pm

Cost: FREE
Pre-registration is required.

Sharpen your customer service skills by learning how to deal with clients and customer complaints appropriately. Through problem-based scenarios and role-playing, this workshop will teach you how to handle interpersonal conflicts that may arise in day-to-day business. Learn to effectively diffuse potential confrontation by identifying the needs of clients, by managing emotions and offering viable solutions.



Entrepreneurship Labs



Accounting Lab

Thursdays

10:00am - 12:00pm

Jan 31, Feb 28, Mar 27, Apr 24, May 22

Cost: FREE*

Maximum 15 people.

Let's crunch those numbers! Come join us once a month at our hands-on Accounting Lab. Work alongside a business coach specialized in accounting to help you establish your pricing, sales projections, and budgets for your business. You will also have the opportunity to prepare and review financial documents such as balance sheets, income statements, projected cash-flows and more. **Don't forget to bring your documents, your calculators and your laptops.**

*A one-time non-refundable \$20 file activation fee is required for specialized entrepreneurship and artist services including coaching, legal and accounting clinics, labs, and professional referrals. You will be exempt from this fee if you are receiving social assistance at the time of your appointment. Please review the Artist and Entrepreneurship Services section on page 5 for details on our cancellation policy.

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Starting Your Own Business Seminar Series

6:30pm - 8:45pm

Cost: \$65 for the series (4 Seminars)

or

\$95 for the series including the Montreal Entrepreneur's Guidebook



These seminars, developed as a full series, are suitable for both novice entrepreneurs and those wishing to strengthen their business knowledge. They will teach you the basic theory behind each of the business elements described below. This series is given by professionals and specialists in the field. Participants who successfully attend the entire series will be presented with an official YES Start Your Own Business Certificate of Completion. **This series sells out quickly. Register now!!!**

Optimize your learning experience by combining the seminar with the guidebook. While complimenting the seminars, the Guidebook acts as a handy reference guide. Keep it by your side for all your entrepreneurial endeavours!

1. The Nuts & Bolts Of Starting Your Business

Speaker: Luciano D'Torio
Terramont

Raffaella Commodari
YES Legal Info Officer

Take this opportunity to start off on the right foot! This seminar provides an overview of what you need to know as a budding entrepreneur and guidance on how to evaluate your business ideas. It addresses topics such as legal structures, contracts, permits, business numbers, and leasing.

2. Research your Market and Market your Business

Speaker: Raymond Busbridge
YES Montreal Mentor

TBD
John Molson School
of Business

This is an all-inclusive look at the fundamentals of both market research and marketing. It is a must for anyone who is pursuing their own business. As a crucial first step in any business venture, market research will help you to define your market, help you position yourself within that market and identify your competition. Also learn about the basic elements of marketing, including advertising, pricing and distribution to help promote your business.

3. Financing Your Business

Speaker: Marcie Weitzman
RBC Financial Group

You can't afford to miss this one, it could be worth money in the bank! Learn about the sources of funding that are available and the critical aspects to financing your business start-up.

4. The Business Plan: A Roadmap To Success

Speaker: Stephen Maroof
BDO Dunwoody

Don't miss out! This information may make or break your venture. Even if you have never prepared a business plan, this seminar will give you insight into what a business plan is, why you need one, where to go to get help writing one, and why it's essential to obtain financing.

Topic	Series 4 (2 wks)		Series 5 (4 wks)		Series 6 (2 wks)		Series 7 (4 wks)	
1. The Nuts & Bolts ...	February	4	February	26	April	7	May	6
2. Research your Market/Marketing...	February	6	March	4	April	9	May	13
3. Financing Your Business	February	11	March	11	April	14	May	20
4. The Business Plan...	February	13	March	18	April	16	May	27

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Meet the Experts Seminar Series

Monday evenings, 6:30pm - 8:45pm

Cost: \$15 each

In this unique series of seminars, YES offers entrepreneurs of all ages and professional backgrounds the opportunity to learn from the experts. Seminar topics have been individually selected to meet the changing needs of the entrepreneurial community. Don't delay, sign up today!

Visit our website www.yesmontreal.ca for regular updates on these seminars.

Home Sweet Home: Your Place of Business

January 21

Speaker: Michael Glazer
Premier Service Inc.

Interested in starting and operating your business in the comfort of your own home? Discover the challenges and rewards associated with running a home-based business. Learn how to set up your home as a place of business, how to market yourself, how to maintain a professional environment, and how to avoid isolation. Gain insight into topics such as deductible expenses, tax advantages and other pertinent business issues.

Tax Tips for Individuals in Business

February 18

Cost: FREE

Speaker: Guy LeBlond
Canada Revenue Agency

There are two things that are certain in life, and one of them is taxes. Learn about categories of allowable expenses and deductions, bookkeeping requirements, and the process involved in filing your business taxes.

Protect Your Business Idea

March 31

Speaker: Nancy Cleman
Sternthal Katznelson Montigny

Give yourself some peace of mind and learn how to protect your business plans and ideas. If you have a concept or idea that you would like to protect, then this seminar is the one for you. Meet with the expert on intellectual property and copyrights as they discuss the various entitlements (copyrights, patents, trademarks) that are associated with ideas and projects.

Creating Your Company's Brand and Image

April 21

Speaker: Tina Serrão
BeaverTails | Moozoo

Whether you are self-employed or setting up a corporation, you'll need a strong image and brand identity. Learn how to put together marketing and communication materials that will increase public awareness of your business, making your product or service stand out of the crowd.

E-Commerce: Selling Your Services or Products Online

May 26

Speaker: Chris Emergui
BAM Strategy

The Internet offers exceptional sales and brand building potential for the entrepreneur. E-commerce is highly cost effective and offers many unique advantages. Learn from our expert about how the web can help you grow your business.

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