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## **CONTACT US**

**YES (Youth Employment Services) Tel:** 514-878-9788 666 Sherbrooke West, Suite 700 Fax: 514-878-9950 Montreal, QC H3A 1E7 info@yesmontreal.ca

yesmontreal.ca







# REGISTRATION AND POLICY INFORMATION

#### **Business Hours**

Monday to Friday, 9:00AM – 5:00PM. YES is closed on all statutory holidays.

#### **Evening Workshops\***

All evening workshops are **only being offered online** between the hours of 6:30pm – 8:30pm.

#### **Daytime Workshops\***

Our daytime workshops are **only being offered online** and are available on a drop-in basis or by pre-registration. Pre-registration is mandatory for all evening and online workshops. In order to avoid disrupting workshops in progress, participants that are more than 10 minutes late will not be admitted. Where there is a fee for a workshop, you may register online at yesmontreal.ca or by phone at 514-878-9788.

#### **Annual Business Service Fee**

There is an annual entrepreneurship and artist fee of \$30. This will grant you access to specialized services including coaching, Business Bootcamp, legal information and accounting clinics.

#### **Cancellation Policy**

To cancel or reschedule an appointment, you must provide at least one business day's notice. If you're more than 10 minutes late for your appointment, you'll be required to reschedule. Cancellations for any paid workshop series or French courses must be received two business days before the start of the FIRST workshop in the series. A \$15 administration fee for refunds applies, with the exception of workshop payments of \$10 or less which are non-transferable and non-refundable. Cancelled or rescheduled appointments require 24 hours notice or there will be a \$10 fee, which must be paid before the next appointment is scheduled. Your file may be closed if three or more appointments are missed or cancelled. YES may, in its sole discretion, at any time and for any reason listed in the code of conduct or service agreement waiver, suspend your client file.

For information visit yesmontreal.ca or call 514-878-9788. Register for our monthly e-newsletter at yesmontreal.ca.

\*Schedules and workshop speakers are subject to change. Visit yesmontreal.ca for updates. All workshops are delivered in English.

# WHAT WE OFFER



# **JOB SEEKERS**

Helping You Find A Job Or Launch Your Career



YES is a not-for-profit organization that enriches the community by providing English-language support services to help Quebecers find employment and start and grow businesses. Through our ever-expanding range of support services, we can help you find stable employment, launch and grow your business, or turn your artistic talent into a profitable career.

#### **JOB SEEKERS**

#### Open to 18-40 year-olds

**Please Note:** All Job Search services are offered online for the Fall 2020 Session.

Looking for work and want to increase your chance of success? Through employment counselling, workshops, and a resource library, our Job Search Program will ensure that you have the interview skills, résumé writing abilities, and employment industry insights you need to find and land the job that's right for you.

#### **ENTREPRENEURS**

#### Open to all ages & stages of business

**Please Note:** All Entrepreneurship services are offered online for the Fall 2020 Session.

No matter whether you're at the business planning stage or looking to expand your existing venture, the Entrepreneurship Program offers practical advice and guidance for entrepreneurs at all stages of business development. We offer online business coaching, individual or group specialized workshops, legal information and accounting clinics and much more.

## **ARTISTS**

#### Open to artists of all ages & disciplines

**Please Note:** All Artist services are offered online for the Fall 2020 Session.

You already have the artistic talent and creativity. With our Artist Program you can learn the business skills you need to transform your art into a viable career. You'll have access to an experienced Artist Coach, informative workshops, as well as an annual conference, accounting advice and legal information. Relevant to artists from all disciplines.

## **HUMAN LIBRARY AND MENTORSHIP SERVICES**

#### Open to all ages

Want to gain insight into an industry or career? Our Human Library platform makes it easy to tap into a wealth of expertise and knowledge and connect with volunteer mentors working across a range of industries. Each of our mentors is on hand to help steer your career in the right direction or help you grow your business or artistic practice. Start by browsing our online database of profiles at **yesmontreal.ca/human\_library.** 

#### We can help you find a job or launch your career!

With over 25 years of experience assisting individuals with their job search, we offer a variety of **free online employment programs, daytime and evening workshops, and events that help 18-40 year-olds** enhance their employability skills, begin their careers and increase their success in finding employment. We offer:

- · Individual employment and career counselling
- · Strategies for finding employment and career planning
- Job search preparation and skill-building workshops
- · French classes (for a nominal fee)
- · Paid internships and work experience programs
- Professional development sessions and events

## **JUMP START YOUR JOB SEARCH EXPRESS**

#### FREE

Tuesdays & Fridays 2:00pm - 3:00pm

Please Note: In order to have access to workshops or appointments with an employment counsellor, participants must first attend this workshop.

Looking for a job during these particularly challenging times is uniquely different, but what is certain is that we're here to support you. Find out how to connect with us online and how to get access to free career counselling and career development workshops, no matter where you live in Quebec.

If you are 18 - 40 years of age and either looking for work, looking to strengthen your job hunting skills or looking to change your career path, we're here to help get you through this challenging time.

This workshop will help you think about what you can do today, and during the next 30, 60, and 90 days to move forward in your job search. We will also present the different employability programs available at YES and the criteria for each program.

Take action now and register for this online, live, streaming webinar.

# **DROP-IN SESSIONS**

FREE

Monday - Friday 12:00pm - 1:00pm

**Please Note:** By appointment only, certain criteria may apply.

Have a quick question about your résumé, cover letter, LinkedIn profile or an upcoming interview? We offer 15-minute online drop-in sessions with an experienced employment counsellor to answer the questions you have so that you can move forward in your job search. Drop-in sessions are offered five days a week on a first come, first served basis.

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Helping You Find A Job Or Launch Your Career



# JOB SEEKERS Online Daytime Workshops

# **EMPLOYMENT COUNSELLING**

**FREE** 

**Please Note:** By appointment only, certain criteria may apply.

We understand that everyone is unique with equally unique job search needs. Because of that, our approach to helping you become employed is also unique. If you're searching for work or exploring your career options, our employment counsellors can help you develop a strategy and build on your unique skills to make informed choices about your employment goals. Servicing clients across Quebec, our personalized and supportive approach helps participants not only prepare for their job search, but successfully land a job.

## FRENCH FOR JOB SEEKERS

\$75

Wednesdays & Fridays 9:30am - 12:30pm

Session 1

September 23 - October 16

Session 2

November 4 - 27

Improve your fluency in French and gain confidence contacting employers. This four-week course, held twice a week, will provide a re-introduction of the basic structures of French focusing on the four skills: speaking, listening, reading and writing.

Emphasis will be on an introduction to overall French grammar with a focus on using French in your job search: key words, interview techniques and leaving a voicemail message pertaining to a job application. If you have knowledge of basic French vocabulary, can form simple sentences and understand some spoken French, then this course is for you.

## **FOCUS GROUP FOR JOB SEEKERS**

**FREE** 

Mondays October 5 - November 23 2:30<sub>PM</sub> - 4:30<sub>PM</sub> Feeling challenged in your job search during COVID-19? Experiencing decreased motivation? Frustrated with the job search process? Losing confidence?

These free sessions are specifically designed to help you overcome common obstacles and barriers during COVID-19 by providing you with support, strategies and tools to help you gain momentum during periods of transition and regain your confidence during these challenging times.

# **GET YOUR RESUME NOTICED**

FREE

Monday August 31, October 5, November 2, December 7 10:00AM - 12:00PM Having a solid résumé can greatly improve your chances of landing that crucial job interview, but writing a résumé can be hard when you feel you're not doing it correctly.

In this workshop, we'll show you what employers are looking for and how to grab their attention so you can get your foot in the door. No more wondering why your application is getting overlooked. It's time to make sure your résumé gets noticed!

## **NEW!** JOB SEARCH STRATEGIES DURING COVID-19

**FREE** 

Tuesday September 1, October 6, November 3, December 1 10:00AM - 12:00PM Job hunting under normal circumstances is never easy and the coronavirus pandemic is creating challenges unlike any we've ever seen. So, how can you find work these days? Searching for a job during the COVID-19 pandemic may call for some new strategies.

Discover how to succeed in your job search despite uncertainty in the economy and job market by developing a strategic job search action plan.

### **LEVERAGE YOUR LINKEDIN**

FREE

Tuesday September 22, October 27, November 9, December 8 10:00am - 12:00pm Optimizing LinkedIn isn't about filling your inbox with job offers, it's about connecting with industry professionals and employers.

We will take you step by step through the process of determining your personal brand, creating an "all-star" profile, and getting results all while making meaningful connections with people in your field. You will learn how to leverage your LinkedIn account as you adapt to the COVID-19 job market and optimize your LinkedIn experience!

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Online Daytime Workshops



# JOB SEEKERS Online Daytime Workshops



# **NAIL YOUR NEXT INTERVIEW**

**FREE** 

Monday September 14, October 19, November 16, December 14 10:00<sub>AM</sub> - 12:00<sub>PM</sub> If the thought of a job interview during COVID-19 stresses you out and you think your interview skills could use some polishing - you're not alone! Whether it's been a while since you've had an interview or you just need a refresher on how to prepare for one, consider this your total interview preparation guide!

In this workshop, we will help you to manage interview stress, identify your skills and show off your experience by using proven interview strategies. Plus, find out which questions employers are most likely to ask and what answers they want to hear.

### **NEW!** HOW TO SUCCEED IN AN ONLINE JOB INTERVIEW

FREE

Tuesday September 15, October 20, November 17, December 15 10:00<sub>AM</sub> - 12:00<sub>PM</sub> Given the impact of COVID-19 and social distancing, it's more than likely that your next interview could be a video interview. Whether you're a professional with years of traditional interviewing experience or this is your first time looking for a full time job, video interviews don't have to be stressful.

Let's take it step-by-step and see how you can best showcase your skills when interacting with potential employers online. We'll make sure you're ready to get in front of the camera and ace that online job interview!

## **NEW!** THE HIDDEN JOB MARKET: BUILDING PROFESSIONAL CONNECTIONS

**FREE** 

Monday September 21, November 23 10:00AM - 12:00PM The majority of jobs are found in the hidden job market. In other words, not through any advertisements or job boards. The best way to access the hidden job market is through networking and building professional connections. This is your guide to knowing where to look, who to turn to and how to gain the upper hand in this market while adjusting to the new normal of social and physical distancing.

In this workshop you will learn how to meet new people to enlarge your network, conduct informational interviews and successfully nurture professional relationships during a pandemic.

# **SELF-ASSESSMENT AND CAREER EXPLORATION**

FREE

Tuesday September 8, October 13, November 10 10:00am - 12:00pm If you're starting your career, exploring options or changing professional direction, the process can be exciting and, at times, overwhelming. However, career changes and exploration don't have to be daunting, even during the COVID-19 pandemic.

While you might have an idea of what you want to do for work, this workshop will help you to clarify your options by using self-assessment activities to figure out what your work preferences are and explore which career paths best suit you. You'll leave this workshop with tools to help you continue the exploration process and gain more clarity during these challenging times.

## **EMOTIONAL INTELLIGENCE AND COMMUNICATION STYLES IN THE WORKPLACE**

**FREE** 

Monday September 28, October 26, November 30 10:00am - 12:00pm Emotional intelligence and communication have been identified as the two most important soft skills that employers need in today's competitive labour market. Understanding your communication style, whether it be in interviews, networking or day-to-day business, is important for all aspects of your career. These skills are especially important now as employees have to adjust to the variety of effects of the COVID-19 pandemic.

This workshop will explore the fundamental components of emotional intelligence and communication styles in the workplace and provide tips & strategies on how to best communicate with a wide variety of people.

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Online Daytime Workshops



# **JOB SEEKERS**

Online Professional Development Series



# INSIDE THE RECRUITMENT AND HIRING PROCESSES: WHAT YOU NEED TO KNOW

**FREE** 

Tuesday September 29, November 24 10:00<sub>AM</sub> - 12:00<sub>PM</sub> Job seekers spend countless hours completing online applications, writing cover letters and tweaking their resumes when hunting for their ideal job, but rarely put themselves in the recruiter's mindset. This can be especially challenging with competition amongst candidates soaring and unemployment rates due to the pandemic at an all-time high.

In this workshop, we will help you learn how the recruitment process works on the company side. We will take you step by step through the hiring process, including job applications, interviews, common pre-employment tests, reference checks, job offers and tips & advice for each step.

# PROFESSIONAL DEVELOPMENT SERIES

#### FREE

Workshop 1

Thursday, September 10

6:30рм - 8:30рм

**Angela Rodriguez** 

Senior Marketing and Communications Specialist, Findev Canada

Workshop 2

Monday, September 14 2:00<sub>PM</sub> - 4:00<sub>PM</sub>

**Speaker** 

A representative from the Quebec Region, Services and Innovation Branch, Public Service Commission of the Government of Canada

#### WORKSHOP 1: NEW! ONLINE JOB SEARCH DURING COVID-19

COVID-19 has changed the job search landscape in several ways: while some sectors are seeing temporary and permanent layoffs, others are actively hiring, leveraging online tools to find, select and retain talent that will contribute to their resilience during these challenging times.

During this workshop, Angela will help you learn how to use social media and online tools to identify these opportunities and improve your chances of success with a strong online presence and great application adapted to online hiring trends.

# WORKSHOP 2: APPLYING FOR JOBS IN THE PUBLIC SERVICE COMMISSION OF CANADA

Did you know that the Public Service Commission of Canada is the Human Resources department for most Canadian government agencies and departments?

In this information session, you will learn how to apply to postings, how to best answer pre-screening questions, what to include in your résumé and cover letter and how to prepare for the interview process. Representatives will also explain second language requirements for working in the Canadian government and how candidates are evaluated.

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Online Professional Development Series



# **JOB SEEKERS**

Career Services And Employment Support



# PROFESSIONAL DEVELOPMENT SERIES

**FREE** 

Workshop 3

Thursday, October 15

6:30рм - 8:30рм

Carla Marrouche

Lead Facilitator, Corporate Talent Acquisition

Workshop 4

Thursday, November 19 6:30<sub>PM</sub> - 8:30<sub>PM</sub>

Dr. Karl Moore

Asspcoate Professor, Desautel Falculty of Management, McGill University

# WORKSHOP 3: **NEW!** NOTICING – THE SOFT SKILL THAT HELPS NAVIGATE CHANGE

Have you ever heard of "noticing" as a soft skill? Navigating change, leading through complex and ambiguous times with agility, awareness of self, others, and the surrounding environment all start with noticing.

As a central skill to leadership action, it is an important competency to develop and cultivate for today's workforce. Join Carla as she leads us through this interactive session on how to be more mindful during uncertain times in both your personal and professional life.

# WORKSHOP 4: **NEW!** INTROVERTS, EXTROVERTS, AMBIVERTS – HOW TO BE EFFECTIVE AT WORK

Introversion, ambiversion or extroversion are one of the key personality traits that people have. It evolves over time, and, while we tend to pivot between them from time to time, we tend to have a natural set point that we feel most comfortable at.

In the workplace, finding the necessary balance is key to maintaining good working relationships. This session will encourage us to lean into our authentic selves, but also be flexible when it is required. Join our guest speaker as he discusses how introverts, ambiverts and extroverts can be more effective at work.

Based on +500 interviews with Generation Z, Millennials and Generation Xers, we will discuss practical advice on how to manage upward, network, and manage people who work for and with you.

# **NEW!** BUILDING SKILLS FOR THE JOB MARKET - YOUTH ON THE RISE (YOTR)

#### FREE

For more information, including a full list of program criteria, email ktomasinska@yesmontreal.ca

**Please Note:** By appointment only, certain criteria may apply.

Looking for a job without a university degree and don't have much experience? Want to get paid and develop your work skills in an environment that's relaxed, non-judgemental and committed to helping you learn? We're here to help! If you're between 18 and 29 years of age, this 20-week paid training and entry-level work placement program could be for you!

If you're motivated to work but unsure where to start, we'll help you improve your communication skills, build your self-confidence, learn to interact professionally with others and succeed in a job interview. All accepted participants will be paid minimum wage for the full length of the program and must be able to commit to full-time participation for both an 8-week training and 12-week work placement.

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Career Services And Employment Support



# **ENTREPRENEURS**

Helping You And Your Business Succeed



# **RESUME AND COVER LETTER TRANSLATION**

For pricing and details, please call 514-878-9788.

Need your résumé and cover letter professionally translated?

Submit your electronic document to info@yesmontreal.ca and your English to French résumé translation will be ready within seven to ten business days.

# **NEW! JOB BOARD PORTAL**

**FREE** 

Sign up for our new Job Search Portal, upload your resume and apply for job postings directly on our site. With this new service, you'll be able to tailor your resume and cover letter to the job description and use keywords from the posting. Whether you're looking for a full-time job, summer job, part-time job or an internship, our job postings are updated daily so be sure to check frequently.

#### **CAREER TESTING SERVICES**

For pricing and details, please call 514-878-9788.

Not sure what career path you want to follow? Or, maybe you're at a career crossroad? We use two standardized tests to help you explore different career options that match your skills, personality type, values, and interests. Together with a career advisor, you'll examine your interests, personality preferences and clarify your career objectives. Career testing is offered on an individual basis.

## **HUMAN LIBRARY: MENTORSHIP FOR JOB SEEKERS**

Looking for a mentor in engineering, human resources, marketing, or other fields? We offer an online platform that makes it even simpler for you to connect with professionals from different industries.

New mentors are added regularly, so be sure to browse through the profiles in the Human Library on our website by visiting **yesmontreal.ca/human\_library** and request to connect one-on-one with any of the mentors for guidance.

See page 34 for additional details.

Ready to launch a new business venture? Expanding your current business or model? Want to be your own boss?

At YES, we are dedicated to helping you and your business succeed! **Our Entrepreneurship Services are online and open to individuals of any age, whether you're in the startup or growth phase of your business.** If you need sales and marketing advice or have questions about financing options and resources, our coaching, workshops and seminars are designed to give you the information you need to take your business idea to the next level.

### **JUMP START YOUR BUSINESS AND FINANCING TIPS**

FREE

Wednesdays 2:00pm - 3:30pm

**Please Note:** Anyone seeking to access our entrepreneurship services is encouraged to first attend this free workshop.

Thinking of starting a business or seeking financing?

If you're going to take the leap and start your own business, there are several things you need to consider ahead of time. As an entrepreneur you don't want to miss this start-up session which will walk you through the steps you need to take and the different types of financing options that are available to get your new or existing venture funded.

Following this workshop there will be an opportunity to schedule a oneon-one with a YES Business Coach for 15 minutes to get answers to your questions and determine your individualized service plan.

# 15-MINUTE ONE-ON-ONE BUSINESS COACHING CONSULT

#### FREE

To book a business coaching consult, please email mstabile@yesmontreal.ca.

Please Note: Appointment is required.

Giving business advice is not a one-size-fits-all solution. This free 15-minute, one-on-one consult with a business coach is specifically designed to determine your individualized service plan. Find out how we can help you develop your business idea and your path to success.

Available over the phone or online through video conferencing. If you'd like to continue receiving one-on-one business coaching services after this consult, you'll be required to open an entrepreneurship file for an annual fee of \$30.

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Helping You And Your Business Succeed



# **ENTREPRENEURS**

Helping You And Your Business Succeed



# **BUSINESS COACHING SESSIONS**

#### FREE\*

To book a business coaching appointment, please email **mstabile@yesmontreal.ca**.

No matter what stage of development your company is in, entrepreneurs or aspiring ones need to make important decisions on matters from general management to human resources, to finances and more. Fortunately, we've overseen these processes countless times before and are ready to do the same for you. Our business coaching services 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
- · Importing/Exporting, Online Business, Franchising and More

### **BUSINESS BOOTCAMP**

#### FREE\*

For start dates and times, please call 514-878-9788 ext. 316 or visit **yesmontreal.ca**.

Do you know what the "value proposition" of your business is or how your product or service will satisfy a need in the market? Do you understand the different revenue streams your enterprise could have or what your cost structure is?

Whether you're a new entrepreneur or have been operating your business for a while, it is vital to continue to strengthen your business's core fundamentals. The Business Bootcamp is a 4-week intensive training that will lift your entrepreneurial spirit and decrease your business's chance of injury by ensuring that your venture has a strong core.

During these 90-minute, high-impact sessions, you'll become familiarized with the nine key components of the "Business Model Canvas". Once you're done, you'll be able to apply what you learned to your own business model and receive valuable feedback from the group.

#### \*For an annual entrepreneurship fee of \$30, you'll have access to specialized online services including coaching, Business Bootcamp, legal information & accounting clinics.

# STARTUP GENERATOR: PLAN TO ACTION - FIVE-PART SERIES

#### FREE\*

Startup Generator daytime sessions begin November 5

To register, please email mstabile@yesmontreal.ca.

**Please Note:** A YES Business Coach referral is required.

Not all businesses are the same, but as with everything in the business world, the key to success is in the planning.

Once you've developed your business model, the Startup Generator will cover the most critical business challenges facing early-stage startups, including market research, financial forecasting, pricing strategies, developing an operational team, securing funding and pitching your potential business in a succinct way to capture the right target audience.

This Startup Generator is a concentrated, fast-moving program focused on writing your business plan and getting your business launched. You'll attend a series of five workshops consecutively over a five-week period with access to targeted business coaching inbetween. These workshops encourage peer and experiential learning in diverse groups of up to 25 participants.

# **NEW!** RISK, RESPONSE AND RECOVERY PROGRAM: CRISIS CLINIC FOR ENTREPRENEURS

#### FREE

For more information, please email mstabile@yesmontreal.ca.

Please Note: Appointment is required.

We're offering a dedicated crisis clinic to help entrepreneurs navigate through these unprecedented times. In this clinic, our business coaches will use specialized tools to help you with issues like: identifying early warning signs, creating a crisis agenda, solution planning and much more. Our goal is to help entrepreneurs come up with a concrete plan to manage the risks and maximize the opportunities.

Appointments for the crisis clinic are 50 minutes and will be conducted one-on-one with a business coach either via phone or video conferencing.

If this is your first appointment with YES, it is free, however, you will be asked to fill out a client information sheet. You will not be required to activate a file with us or pay the annual membership fee of \$30 for the clinic.

\*For an annual entrepreneurship fee of \$30, you'll have access to specialized online services including coaching, Business Bootcamp, legal information & accounting clinics.



Helping You And Your Business Succeed



# **ENTREPRENEURS**

Online Daytime Workshops



# **REGISTERING YOUR BUSINESS**

FREE

Friday Sept 25, Oct 23, Nov 20 10:00am - 11:00am

**Daniel Jordan** 

Legal Information Officer

What are the benefits of registering your business? What is required to register in Quebec?

Find out all the specifics of what it takes to register a business in Quebec in this free workshop. A Legal Information Officer will show you step-by-step how to register your business with the Quebec government, providing a legal framework to help you through the process. You'll learn about the different legal structures so you can decide which one is right for your business.

# **ACCOUNTING CLINIC FOR ENTREPRENEURS**

FREE\*

**Please Note:** A YES Business Coach referral is required.

In this monthly clinic, Professional Accountants from LCA are available to provide you with one-on-one information and answer any accounting questions you may have.

This is your opportunity to get free advice on accounting issues such as record keeping, business valuations, financial statements and business taxes.

## LEGAL INFORMATION CLINIC FOR ENTREPRENEURS

FREE\*

Fridays 9:00am - 5:00pm

Daniel Jordan
Legal Information Officer

**Please Note:** A YES Business Coach referral is required.

Legal information questions keeping you up at night?

Take advantage of our free, weekly legal information clinics for entrepreneurs. Our Legal Information Officer is available to provide information and answer any questions you have related to business issues, such as business structures, contract law, taxation and intellectual property.

The Legal Information Clinic is offered in collaboration with McGill.

\*For an annual entrepreneurship fee of \$30, you'll have access to specialized online services including coaching, Business Bootcamp, legal information & accounting clinics.

# THE ENTREPRENEUR'S ROAD TO SUCCESS

\$20

Monday, October 5 2:00pm - 4:00pm

Derek MacNeil

Entrepreneur, YES Business Coach, MBA John Molson School of Business, Concordia University Change is inevitable, but growth is optional, especially in the world of business. Explore how to avoid common entrepreneurial pitfalls, and learn how and when to pivot and change your business's strategic direction to leverage your strengths and boost your chances of success. You will leave feeling empowered and ready to take on any challenge!

# THE 10 ESSENTIAL STEPS TO STARTING YOUR BUSINESS

\$20

Monday, October 26 2:00<sub>PM</sub> - 4:00<sub>PM</sub>

Robert Therriault YES Business Coach, CPA, MBA McGill University Launching a business is both an exciting and challenging time. Launch your business on the right foot and understand the critical steps required in the early stages of any venture. Demystify the basic registration requirements, financing options, tips on choosing an accounting software, record keeping and hiring employees. You will gain valuable insight on the various accounting statements, including how to build sales projections, that you will need to launch your business.

## PRICING YOUR GOODS AND SERVICES

\$20

Monday, November 23 2:00pm - 4:00pm

**Coby Ingham** 

YES Business Coach, Business Consultant and Management Expert

Are you charging enough for your product or service?

Do you have questions about fixed costs, variable costs, markups and margins?

Learn how to price your product or service, how to calculate your profit margins, and define a strategy for channel pricing. In this eye-opening workshop, you will find out how retailers set their profit margins and how this can potentially affect what you need to remain competitive and profitable.

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**Online Evening Workshops** 



# **ENTREPRENEURS**

Online Evening Workshops



# **NEW! GETTING STARTED WITH SHOPIFY**

\$20

Tuesday, September 15 6:30<sub>PM</sub> - 8:30<sub>PM</sub>

**Tarek Riman** 

University Instructor, Founder, Chief Marketing Technologist & 3 Time Best Selling Author Open an online store with Shopify, the powerful e-commerce platform that was founded right here in Canada! This informative workshop is packed with invaluable information on storefront design, settings, shipping and more. Join us as we help you get your store live in no time.

# INTRO TO SEARCH ENGINE OPTIMIZATION (SEO)

\$20

Tuesday, September 22 6:30<sub>PM</sub> - 8:30<sub>PM</sub>

**Tarek Riman** 

University Instructor, Founder, Chief Marketing Technologist & 3 Time Best Selling Author So you have a website...now what? Now it must be found!

Find out how to get noticed online by learning how search engines operate! Understand the HOWs and WHYs of implementing SEO strategies from the ground up in this fast-paced and informative session. Sign up and equip yourself with indispensable tools to direct high volume traffic to your site.

# FUNDAMENTALS OF SEARCH ENGINE MARKETING (SEM)

\$20

Tuesday, September 29 6:30<sub>PM</sub> - 8:30<sub>PM</sub>

Adrian Salvadore

Google Ads Growth Leader

Digital marketing is the engine behind online visibility and can lead to actual returns on your bottom line when deployed in a strategic and creative way. Learn the basics of SEM in this informative and enlightening workshop and get direction on issues such as:

- · How to structure a Google paid search campaign
- · How to perform keyword research for your business
- · How to write effective and compelling ad copy

This simple, hands-on session will help early stage entrepreneurs and marketers better understand the fundamentals of launching profitable SEM campaigns.

## INTRO TO GOOGLE ANALYTICS

\$20

Tuesday, October 6 6:30pm - 8:30pm

**Tarek Riman** 

University Instructor, Founder, Chief Marketing Technologist & 3 Time Best Selling Author Have you ever wondered how many visitors you get on your website per month, who they are and how they found you? Do you ask yourself why one marketing campaign worked and one did not, or what your most popular pages are? Where do your website visitors get stuck and drop off?

Analytics answers these questions and can show you how your website is performing in terms of attracting, informing and converting visitors as well as help you identify areas for improvement or optimization. This workshop will cover how Google Analytics works and how to use it to better understand your online traffic, so that you may develop marketing campaigns and strategies that get you noticed.

# SHOW ME THE MONEY: FINANCIAL PANEL

\$20

Tuesday, October 20 6:30pm - 8:30pm

**Elisabeth Laett** 

Founding Partner & President, Xaphan Group

**Kevin Dugal** 

Entrepreneurial Community Manager, Futurpreneur

Gilbert Samaha

Director of Advisory Services and Financing, PME MTL

**Farnoosh Boroomand** 

Director Of Branch Operations, ScotiaBank

**Laura Bocquillon** 

Head of Marketing & Operations North America - Ulule

Want to find financing for your business but you aren't sure how?

Making the right financing decisions for your business is vital, but getting to the right choice can be confusing, and even risky. Hear from our panel of funding experts who will discuss the various financial options that are available, including community and government grants and loans, banks, venture capital, angel investors, crowdfunding and other alternate sources.

**Online Evening Workshops** 



# **ENTREPRENEURS**

Online Evening Workshops



# MARKETING STRATEGIES FOR GROWTH

\$20

Tuesday, December 1 6:30<sub>PM</sub> - 8:30<sub>PM</sub>

Dayna Lapkovsky Founder, Suite 203 Learn from our expert marketing consultant as she divulges her top tools and tips to create a strong foundation to optimize your marketing plan. She will show you how to become and stay relevant to your target market and build a loyal, engaged group of brand ambassadors. Walk away understanding how to articulate your brand's positioning, personality and essence to create total consistency across all marketing channels and how to focus on strategies with the highest ROI to help you rise above the clutter and present a brand that people rave about.

## ENTREPRENEURSHIP SPEAKER SERIES: YOU DECIDE WHAT'S POSSIBLE

**FREE** 

Thursday, September 24 6:00pm - 7:30pm

**Please Note:** Spaces are very limited. Pre-registration is required

Get Informed. Get Inspired. Get Connected.

Join YES on Thursday, September 24th for our virtual Entrepreneurship Speaker Series Event in partnership with DESTA Black Youth Network.

In this event, we will address many of the assumptions, misperceptions and self-imposed limitations that may be holding you back from taking the leap into entrepreneurship or reaching your business goals.

Our panel of successful and inspiring black entrepreneurs will talk about how they made their business ideas a reality, and discuss how to raise start-up capital, entrepreneurship in uncertain times, and more through the lens of intersectionality and lived experiences.

Whether you are a small business, a start-up, a solopreneur or anyone who aspires to start and grow their own business, you'll leave the event feeling inspired, motivated, informed, and connected with the greater community of entrepreneurs.

Welcoming all entrepreneurs from start-ups through scaleups, no matter what sector.

## **BUSINESS BASICS FOR START-UPS SEMINAR SERIES**

\$50 for three-part series

Seminar 1

Tuesday, November 10 6:30pm - 8:30pm

Ron Abraira

John Molson School of Business

Seminar 2

Tuesday, November 17 6:30<sub>PM</sub> - 8:30<sub>PM</sub>

**Larry Markowitz** 

Senior Advisor, Financial Communications and Investor Relations, NATIONAL Public Relations

Seminar 3

Tuesday, November 24 6:30pm - 8:30pm

**Chris Ramoutar** 

Sales Director, Momentum Ventures

Ready to launch a new venture or grappling with a new business idea?

This three-week seminar is designed for both novice entrepreneurs as well as the more experienced business owner who is launching a new venture or who is new to business in Quebec. We'll provide you with pragmatic insights, tools and theories to help get your business started on the right foot.

#### **SEMINAR 1 - IDEATION AND VALIDATION**

How can I make this idea work?

You have a great business idea but are not sure if it will catch on? Incorporating lean start-up philosophies, this seminar will provide you with tools to check the validity and viability of your project and to identify profitable business models. You'll learn how to clarify your vision, test your ideas and focus your efforts to maximize your probability of success.

#### **SEMINAR 2 - BUSINESS STRUCTURE AND LEGAL IMPLICATIONS**

How can I avoid legal pitfalls and protect my business?

How do I register my business, what are the options, and how do I decide? What are the legal issues related to leases and intellectual property? What are the roles of professional advisors such as lawyers? This seminar will provide valuable insights into all of these issues.

#### **SEMINAR 3 - BUILDING AWARENESS AND SALES**

How can I make sales and grow my business?

Whether you're selling a product or service, let us help by offering valuable tips on how to build your sales machine. This seminar will cover the entire sales process including how to identify your best potential customers, test your sales process, gather and process leads, communicate your value proposition, build relationships, and close the deal.

Specialized Workshops And Services



# **ELLEVATE WOMEN ENTREPRENEURS**

Online Evening Workshops

## **LEARN@LUNCH SERIES**

#### **FREE**

For dates, upcoming topics or to register, please visit yesmontreal.ca or call 514-878-9788.

Pressed for time? These free seminars hosted by seasoned professionals and guest speakers are offered online over the lunch hour.

### **HUMAN LIBRARY: MENTORSHIP FOR ENTREPRENEURS**

Looking for a mentor in marketing, the startup and tech scenes, in HR management, or other fields? We offer an online platform that makes it even simpler for you to connect with professionals from different industries.

New mentors are added regularly, so be sure to browse through the profiles in the Human Library on our website by visiting **yesmontreal.ca/human\_library** and request to connect one-on-one with any of the volunteers for guidance.

See page 34 for additional details.

## YES / FUTURPRENEUR CANADA STARTUP PROGRAM

For further information on this initiative. please call us at 514-878-9788 or attend our Jump-Start Your Business and Financing Tips workshop

YES is a proud partner of Futurpreneur Canada, which provides startup financing, mentoring and educational resources that empower young Canadians 18-39 to start and grow businesses. With the support of our business coaches, you can apply for up to \$15,000 startup financing from Futurpreneur Canada and even go on to gain an additional \$30,000 from BDC (The Business Development Bank of Canada).

#### There has never been a more exciting time to be a woman in business!

Join us as we learn from the achievements, detours and failures of amazing women entrepreneurs in Quebec's start-up Ecosystem. In our ELLEvate Women Entrepreneurship Series you'll hear from established women entrepreneurs and professionals as they share their strategies on finding opportunities, overcoming challenges and making their mark. Come LEARN, CONNECT and NETWORK.

These workshops are all online and part of the ELLEvate Women Entrepreneurs initiative at YES. All workshops include a 30-minute networking session from 8:30 - 9:00pm.

### **NEW!** APPROACHING DIFFICULT CONVERSATIONS

\$20

Tuesday, October 27 6:30pm - 9:00pm

Jade Vaillancourt Senior Consultant, Juniper Learning how to navigate difficult business conversations in a respectful, professional and constructive manner is a critical skill in your entrepreneurial toolbox. Join us in this interactive online workshop as we introduce frameworks and strategies that you can apply to approach and embrace difficult conversations in a business context. Explore methods of relaying feedback and criticism to your team or stakeholders while maintaining good relationships. The session will include theory, group exercises and roleplay scenarios.

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# **ELLEVATE WOMEN ENTREPRENEURS**

Online Evening Workshops

# **ELLEVATE WOMEN ENTREPRENEURS**

**ELLEvating Women in Business** 



# **NEW!** WOMEN NEWCOMERS: HOW TO NETWORK, GAIN VISIBILITY AND LAUNCH YOUR BUSINESS

\$20

Tuesday, November 3 6:30pm - 9:00pm

**Israa Hilles** 

Founder, Escritoire

Sarra Ghribi

Founder, Loue1Robe/Loue1Tux

**Mariam Coulibaly** 

Founder, Startop Entrepreneurship for Women & Executive Director, COMPAGNIF F. The number of businesses owned by women and new arrivals to Canada has exploded! Join us for our interactive panel discussion with successful women entrepreneurs and benefit from their stories, insights and recommendations on how to thrive and flourish in business. You will hear from a dynamic group of women entrepreneurs as they share their strategies on building from existing community networks, gaining visibility and navigating the diverse cultural landscape. You will also discover the resources offered here in Quebec for women entrepreneurs.

## **NEW!** THE BASICS OF FOOD SUPPLY CHAIN

\$20

Tuesday, December 15 6:30рм - 9:00рм

Maurin Arellano

Chef & Owner, Cuisine Culinaire & Maurin Traiteur Local et de Saison

Kali Mackell

Founder, Knosh Foods

Sarah Wenaus

Director of Purchasing and Logistics, Satau Inc.

Food is a big business - but do you know where to start? Our panel of experts will reveal the ins and outs of the necessary certifications, and explain the different levels of supply chain, production and how the final product gets onto retail shelves. Get first-hand information and guidance on how to make your food business a success!

## **NEW!** INTENSIVE SEMINARS FALL 2020

Build skills, knowledge and networks with our new intensive trainings, part of the ELLEvate Women Entrepreneurs initiative at YES. Led by industry experts, each training will focus on topics such as: Import/Export, Branding, Diversity & Inclusion, and Emerging Technologies and more. These in-depth seminars will present opportunities to share perspectives and get specific advice on a variety of topics over the course of several hours or days.

## **NEW! DIGITAL MEETUPS FALL 2020**

Join us each month as we tackle burning issues facing small businesses in the post-COVID world. Part of the ELLEvate Women Entrepreneurs initiative at YES, these 1 or 1.5 hour sessions will break down pressing topics such as generating diverse revenue streams, the nuances of employment law and more! Learn and discuss with other local business owners as community experts present new perspectives and resources to help you move forward.

For more information, topics, dates and times, visit yesmontreal.ca, sign up for YES' newsletter and follow us on social media.

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# **ARTISTS**

**Business Skills For Creative Souls** 



# **ARTISTS**Business Skills For Creative Souls



#### Turn your artistic talent into a profitable career!

Our one-on-one coaching sessions and workshop series for artists are designed to teach you the business skills you need to succeed in the creative world. Learn how to market your work, network with industry peers, and get the self-employment essentials like tax tips and financial advice. **These services are online and open to artists of all ages and disciplines.** 

## JUMP START YOUR ART AND FINANCING OPTIONS

**FREE** 

Monday September 14, 28, October 19 & November 9, 30 1:30<sub>PM</sub> - 3:30<sub>PM</sub>

**Please Note:** Those wishing to obtain artist coaching services are encouraged to first attend this free workshop.

Are you an artist seeking to make a living from your creativity and talent, but don't know how?

This orientation session outlines the services and resources available to artists at YES and from other arts organizations in the community, and touches upon key things to consider in building a career or business in the arts.

Topics include: getting to know your industry, marketing/ promotion, developing relationships with stakeholders, understanding the funding landscape and essential grant-writing tips.

During the workshop, there will be ample time for a one-on-one consultation with a dedicated artist coach who will help you identify what services would best suit your needs as an artist and entrepreneur.

# **COACHING SESSIONS FOR ARTISTS**

#### FREE\*

To book an appointment, please email mstabile@yesmontreal.ca.

**Please Note:** Those wishing to obtain artist coaching services are encouraged to first attend the Jump-Start Your Art and Financing Options workshop.

These individual sessions with a dedicated artist coach can be one-time, occasional or on-going in nature, and are intended to help artists define and attain goals based on short and long-term action plans. We offer guidance and support in a variety of areas including, but not limited to:

- Administration
- · Audience development
- Career development
- · Event and project planning
- Funding and fundraising
- Goal-setting and prioritizing
- Grant writing
- Industry resources and organizations
- · Marketing and promotional tools/strategies
- Media and public relations
- Networking
- Time management

\*For an annual entrepreneurship fee of \$30, you'll have access to specialized online services including coaching, Business Bootcamp, legal information & accounting clinics.

# 15-MINUTE ONE-ON-ONE ARTIST COACHING CONSULT

#### **FREE**

To book your appointment, please email **mstabile@yesmontreal.ca**.

Please Note: By appointment only

This free 15-minute session with the YES Artist Coach offers new clients an opportunity to determine the YES services that will best meet your needs and existing clients an opportunity to address one or two small issues related to your creative practice or business.

Available by appointment only, over the phone or online. Once you have attended a consult, if you wish to continue receiving artist coaching services, you'll be required to open a client file. See page 2 for additional details.

## **MAKING ART WORK: TWO-PART MINI SERIES**

\$40 for two-part series

Part 1

Wednesday, September 9 6:30<sub>PM</sub> - 8:30<sub>PM</sub>

Part 2

Wednesday, September 16 6:30pm - 8:30pm

Gonzalo Coloma-Rospigliosi YES Artist Business Coach You know art. We can teach you business.

This two-part mini-series is designed to help artists gain the necessary business know-how to start their ventures on the right foot. Develop your artistic practice or business strategically in order to see real growth now!

During the workshop, there will be ample time for a one-on-one consultation with a dedicated artist coach who will help you identify what services would best suit your needs as an artist and entrepreneur.

#### PART 1 - LET'S TALK NUTS AND BOLTS

This session will present the essential elements needed to develop your artistic practice or business effectively. Learn how to refine your vision, set clear goals and meet your objectives. We map out the steps to goal setting, strategic planning, gaining credibility and so much more. Find the information you need to move forward with a plan and understand how to monetize your art.

#### PART 2 - MAKING IT HAPPEN

Realize your dream with the practical tools, techniques and strategies you need to move forward in your artistic career. Sign up now and we'll help you design marketing and financial strategies, as well as discuss proven methods to avoid procrastination and finally get things done!

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# **ARTISTS**

Online Evening Workshops



# **ARTISTS**Online Evening Workshops



# **NEW!** FREELANCING IN THE ART WORLD: WHERE AND HOW TO BEGIN

\$20

Wednesday, October 14 6:30pm - 8:30pm

**Gabriel Masella**Motion Designer, Freelance

New possibilities and opportunities are making a freelance work style more and more accessible to artists. Do you have all the tools to start this journey? This workshop will cover everything from the planning stages to nailing your first contract. Walk away with a clear understanding of how to build networking relationships, approach prospective clients, and win the contract. Discover tools and platforms that will help you tackle the unique challenges of making a living as a self-employed artist.

# **NEW!** PRAGMATIC APPLICATIONS OF BLOCKCHAIN TECHNOLOGIES FOR ARTS AND CREATIVE ORGANIZATIONS

\$20

Wednesday, November 4 6:30<sub>PM</sub> - 8:30<sub>PM</sub>

Adrian Gonzalez Sanchez MBA MSc, Senior Consultant at Al & Blockchain, University Lecturer You have probably heard the word "Blockchain", but do you know how it could help you build and strengthen your creative or artistic venture? Are you wondering how these technologies support artists and art organizations to improve and differentiate their businesses?

We will cover both blockchain fundamentals and specific cases for the arts and creative industries. You will walk away with a clear understanding of the potential and value of blockchain in your artistic business and uncover a strategic roadmap guiding the evolution of your value proposition.

## **NEW!** DISTRIBUTING YOUR PERFORMING ART: ASK AN AGENT

\$20

Wednesday, November 18 6:30<sub>PM</sub> - 8:30<sub>PM</sub>

Valérie Cusson

President, Cusson Management

Calling all performing artists! Get an inside look at how to get noticed and start distributing your art. In this session, you will learn the fundamentals of approaching and signing with the right agent, what it takes to sell your show, how to present your work to promoters and so much more.

You will have a chance to explore the inner workings of the industry through the perspective of an agent and gain an overview of the important steps and best practices that will move you forward in your arts career.

# **NEW!** CREATE & COLLABORATE: HOW TO ATTRACT AND RETAIN SPONSORS AND PARTNERS

\$20

Wednesday, December 9 6:30<sub>PM</sub> - 8:30<sub>PM</sub>

Jozef Spiteri

Partnerships Manager, Phi Centre

If you've been collaborating with sponsors and partners, or if you've been eager to know more about how to do it, this workshop is for you! Master the skills you need to find the right partners and gain sponsors for your events. You'll learn how to research, find, pitch, and win over potential sponsors by developing enticing pricing packages, build a strategy and prepare a pitch so both parties can reach their goals.

This workshop will also focus on how to keep your sponsor engaged once your successful event has ended and how to build a sustainable relationship that will expand over years.

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# **ARTISTS**

**Business Skills For Creative Souls** 



# **ARTISTS**Business Skills For Creative Souls



# **CONNECTING CREATIVE YOUTH THROUGH THE ARTS (CCY)**

#### **FREE**

For more information, please email the Arts Coordinator at **mstabile@yesmontreal.ca** to schedule a 15-minute phone consult. The CCY program is designed to ease accessibility for young emerging artists (18-35) to the various resources available to them in Quebec's Arts ecosystem. By engaging artists in their community through practical learning opportunities, the goal is to help each participant build successful artistic careers, expand their network, and learn to navigate the landscape of their industry.

Each group runs for 6 weeks and will take place virtually. Sessions will run on a rotation between September 2020 and March 2021.

To apply visit the arts section of our website, and fill out the application form for "Connecting Creative Youth through the Arts".

### **GAMIFYING THE ARTIST EXPERIENCE**

**FREE** 

If marketing your work as an artist has always daunted you, you're definitely not alone. Now you have access to an award winning, fun and interactive tool created by us that will help you to build your brand as an artist and develop your website and online marketing skills. Play the YES Artist Adventure game today at yesartistadventure.com.

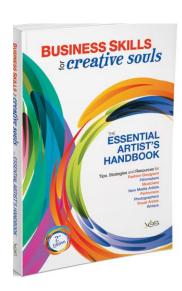
## **HUMAN LIBRARY: MENTORSHIP FOR ARTISTS**

Looking for a mentor in photography, writing, modern music, or other artistic disciplines? We offer an online platform that makes it even simpler for you to connect with professionals from different industries.

New mentors are added regularly, so be sure to browse through the profiles in the Human Library on our website by visiting **yesmontreal.ca/human\_library** and request to connect one-on-one with any of the volunteers for guidance.

See page 34 for additional details.

## BUSINESS SKILLS FOR CREATIVE SOULS: THE ESSENTIAL ARTIST'S HANDBOOK



You have the talent and the vision... now make it work for you!

Featuring first-hand advice, best practices, strategies and insider tips from more than 50 working Quebec artists and industry professionals, Business Skills for Creative Souls: The Essential Artist's Handbook is packed with practical, no-nonsense content from cover to cover.

Business Skills for Creative Souls: The Essential Artist's Handbook can be purchased for \$24.95. Call 514-878-9788 to have your copy shipped to you today. EPub and Kindle books are also available for purchase by visiting yesmontreal.ca.

Touching on art/business essentials like marketing, grant-writing, fundraising, social media, legal, accounting and others, The Essential Artist's Handbook also boasts an extensive resource listing of arts service, support and funding agencies.

Whether you're a fashion designer, film-maker, musician, new media or visual artist, performer, photographer or writer, this book can help YOU grow.

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# **MENTORSHIP**



# **GIVE AND GET INVOLVED**



# **HUMAN LIBRARY: MENTORSHIP SERVICES**

**FREE** 

The YES Human Library is a twist on a traditional library where the titles available for checkout are community volunteers willing to share their knowledge and expertise.

Individuals who are looking to develop their careers or businesses can browse the volunteer profiles on the Human Library section of our website and request to connect one-on-one with any of the volunteers for guidance. We have experts in web development, project management, arts administration, retail, and aerospace – to name a handful.

Experienced volunteers can be accessed via in-person meeting, videoconference or telephone for a one-time informational interview. From there, the possibility of a short (three month) or long-term (six months or more) mentorship relationship can be pursued if both parties wish to continue working together.

New mentors are added regularly, so be sure to browse the Human Library via the YES website at **yesmontreal.ca/human\_library** or contact the Mentorship Coordinator at 514-878-9788 ext. 305 for more information on our Mentorship Services.

# **BECOME A MENTOR**

Are you an experienced professional with a sense of commitment and desire to give back to the community? Are you looking for volunteer experience? Do you want to share your knowledge and expertise?

Contact the YES Mentorship Coordinator at 514-878-9788 ext. 305 for further information on how you can give back to the community by becoming a mentor. You can also complete an online application form on our website at yesmontreal.ca.

## **YES AT A GLANCE**

#### YES needs your support!

YES is a community-based English-language service provider that has been helping Quebecers province-wide find employment and start and grow businesses for more than 25 years. YES was created in 1995 as a non-profit charity to stem the flow of young people out of Quebec. Since then, we have expanded our mission to help over 56,700 Quebecers our various programs and services for Job Seekers up to age 40 and Entrepreneurs and Artists of any age.

If, like us, you're passionate about having access to English-language services in Quebec and you're looking to make a positive difference, please donate online at **yesmontreal.ca**. Tax receipts will be issued for gifts of \$10 or more.

## **NEW!** TUNE IN TO YES 14: A VIRTUAL EXPERIENCE FUNDRAISER

Visit goowi.com/yesmontreal or yesmontreal.ca in October for details.

Help us celebrate our 25th anniversary by getting yourself a present! This year we're shaking things up and taking our annual fundraiser ONLINE. Join us this Fall for our Virtual Experience fundraiser, where you'll be able to purchase a range of unique Virtual Experiences to take part in, from learning new skills to fitness to arts to family-focused entertainment.

Have fun and help change someone's life at the same time by supporting Quebec's job seekers, entrepreneurs and artists. See you in the fall!

# **OVER 5,000 REASONS TO DONATE TO YES**

**Charitable Registration Number:** 88872 9050 RR 0001

**Please Note:** Tax receipts will be issued for gifts of \$10 or more.

For more information on our fundraising efforts, visit **yesmontreal.ca**.

In order for us to provide our services for free or at affordable prices, we need your support. While the government subsidizes a portion of our programs, there are still many services that go unfunded. Each one of the almost 5,000 individuals who walk through our doors every year is important to us, and the continued development of our services is key to their success. This is where you can make a difference:

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- Help a young job seeker
- · Help an entrepreneur succeed
- · Help a talented artist

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