

YES Montreal (Youth Employment Services)

Services d'emploi pour les jeunes

666 Sherbrooke West, 7th Floor

Montreal, Qc H3A 1E7

www.yesmontreal.ca



Successful futures start with



WINTER/SPRING 2009 PROGRAM BOOK



YES MONTREAL
(Youth Employment Services)

666 Sherbrooke West, 7th Floor
Montreal, Qc H3A 1E7
Tel: 514-878-9788 • Fax: 514-878-9950
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Successful futures start with



Table of Contents

General Overview	3
Job Search Program	4
Youth Employment Conference	6
Entrepreneurship Program	9
Artists Program	15
Grants & Loans	17
Tune In To YES ²	19
Mentorship Program	20
Upcoming Events	21
Staff, Board of Directors & Advisors	22
Partners	23

The centre is open free of charge to everyone on a drop-in basis from 9:00am - 5:00pm for use of the phones, computers, fax machine, resource library and access to job postings. No appointment or fees necessary.

Schedules and workshop speakers are subject to change. All workshops are delivered in English.

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



Canada



Patrimoine canadien Canadian Heritage



The John Dobson Foundation

The Hay Foundation

The Zeller Family 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 donations of \$10 or more.



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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. 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 phone and 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, as well as accounting clinics. 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 artists’ conference, entitled “Business Skills for Creative Souls” each spring.

Registration Information

BUSINESS HOURS: MONDAY - FRIDAY, 9 AM - 5 PM, WORKSHOP HOURS: MONDAY - FRIDAY, 9 AM - 9 PM.
The YES centre is closed on all statutory holidays.

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.** Late arrivals for workshops will not be admitted as they are disruptive to the group.

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 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.

Please note: As wait lists can be quite long, if you are unable to keep an appointment at YES, you must advise us at least 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 you future services.

Artist and Entrepreneurship Services

For a **one-time** \$20 file activation fee you will have unlimited access to specialized entrepreneurship and artists’ services including coaching, legal clinics and accounting clinics. 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 to ensure that other clients have the opportunity to be served. A \$5 fee to reactivate your file will be charged to you in the event that sufficient cancellation notice was not provided.

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 who are looking for employment, or who need help planning or changing their careers. Professional employment and career counsellors facilitate 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 offers an intensive French course for job seekers and translation services for résumés and cover letters. Clients have free access to a computer lab with Internet and have access to a fax machine, photocopier and telephone. YES also has an extensive job search library, which has essential resource materials for everyone's employment needs.

After attending one Jump-Start Your Job Search Session you will have access to **FREE** YES Job Search Services such as:



- Career Planning
- Mentorship
- Mock Interviews
- Internships
- Employment / Career Counselling
- Employment Strategies
- Job Search Workshops

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

Jump-Start Your Job Search

Tuesdays and Fridays, 2:00pm - 4:00pm
Registration from 1:15pm - 1:45pm

Cost: FREE

This two-hour orientation session will introduce the services and resources available at YES. Participants will learn job search strategies and be given an overview of the job search process and some of its key concepts such as the hidden job market, and the importance of networking and follow-up processes.

Cover Letter & Résumé Writing Workshops

Mondays, 10:00am - 12:00pm: Jan 5, Feb 2, Mar 2, Mar 30,
May 4, Jun 8, Jul 6, Aug 3,
Aug 31

Cost: FREE

Mondays, 2:00pm - 4:00pm: Jan 19, Feb 16, Mar 16, Apr 20,
May 25, Jun 22, Jul 20, Aug 17

Pre-register 24 hours in advance

Want to have an effective and strategic résumé and cover letter? In this workshop you will learn how to assess, incorporate and highlight your qualifications, skills and achievements, customizing them to fit any position you apply for.



Youth Employment Conference: Working in the 21st Century

March 28, 2009



12th Annual YES Entrepreneurship Conference

April 18, 2009

Tune In To YES III

May 7, 2009

9th Annual YES Self-Employed Artists Conference

June 8, 2009

Upcoming Events

This exciting new conference will serve to join the rural areas of Quebec with Montreal via video conferencing for an engaging discussion addressing youth employment, youth retention and the intergenerational workforce in Quebec.

Stay tuned for more details.



With a turn in the economy entrepreneurship, self-employment and contract work will be on the rise, but how will you decide if the time is right for you to make the switch? Attend our redesigned conference to learn about entrepreneurship from successful entrepreneurs including our inspirational keynote speaker. Past speakers have included Donald K. Tarlton (Donald K. Donald Entertainment Group), Cora Tsouflidou (Chez Cora), Herschel Segal (Le Château) and Salvatore Parasuco (Parasuco Jeans).

Stay tuned for a whole new entrepreneurship day filled with lots of surprises including a vote for the best new business ideas.

Come join us for an evening of great music, friends and food all benefitting YES Montreal. To start off the evening, TUNE INTO YES III will toast with a cocktail, then unveil its increasingly popular silent auction. As in the past, this year's event will feature only the finest in entertainment. Stay tuned for more information on what will surely be our best fundraising event yet!

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 renowned 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.

The YES Mentorship Program aims to facilitate the transfer 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 toward 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 toward 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.

Interview Workshop

Cost: FREE

Pre-registration is required. Participants must pre-register for both the Part 1 and Part 2.



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

Cold Calling

Cost: FREE

Pre-registration is required.

Goal Setting

Cost: FREE

Pre-registration is required.

Mondays: Jan 12, Jan 26, Feb 9, Feb 23, Mar 9, Mar 23 Apr 6, Apr 27, May 11, Jun 1, Jun 15, Jun 29, Jul 13, Jul 27, Aug 10, Aug 24

In this two-part workshop you will learn the methods and techniques behind a good interview and then practice them in a one-on-one mock interview.

Part 1: Methods and Techniques (10:00am - 12:00pm)

Learn about the "dos 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?".

Part 2: Practice (1:30pm - 4:00pm*)

Participants will have the opportunity to practice the interview skills and techniques learned in Part I. A seven-minute one-on-one mock interview will be videotaped and reviewed with you by a Job Search counsellor to provide valuable feedback on your performance. Each individual session will last a total of 15 minutes.

*At the end of Part I, individual appointments will be made for mock interviews between 1:30pm - 4:00pm on the same day.

Mondays, 10:00am - 12:00pm: Jan 19, Feb 16, Mar 16, Apr 20, May 25, Jun 22, Jul 20, Aug 17

Mondays, 2:00pm - 4:00pm: Jan 5, Feb 2, Mar 2, Mar 30, May 4, Jun 8, Jul 6, Aug 3, Aug 31

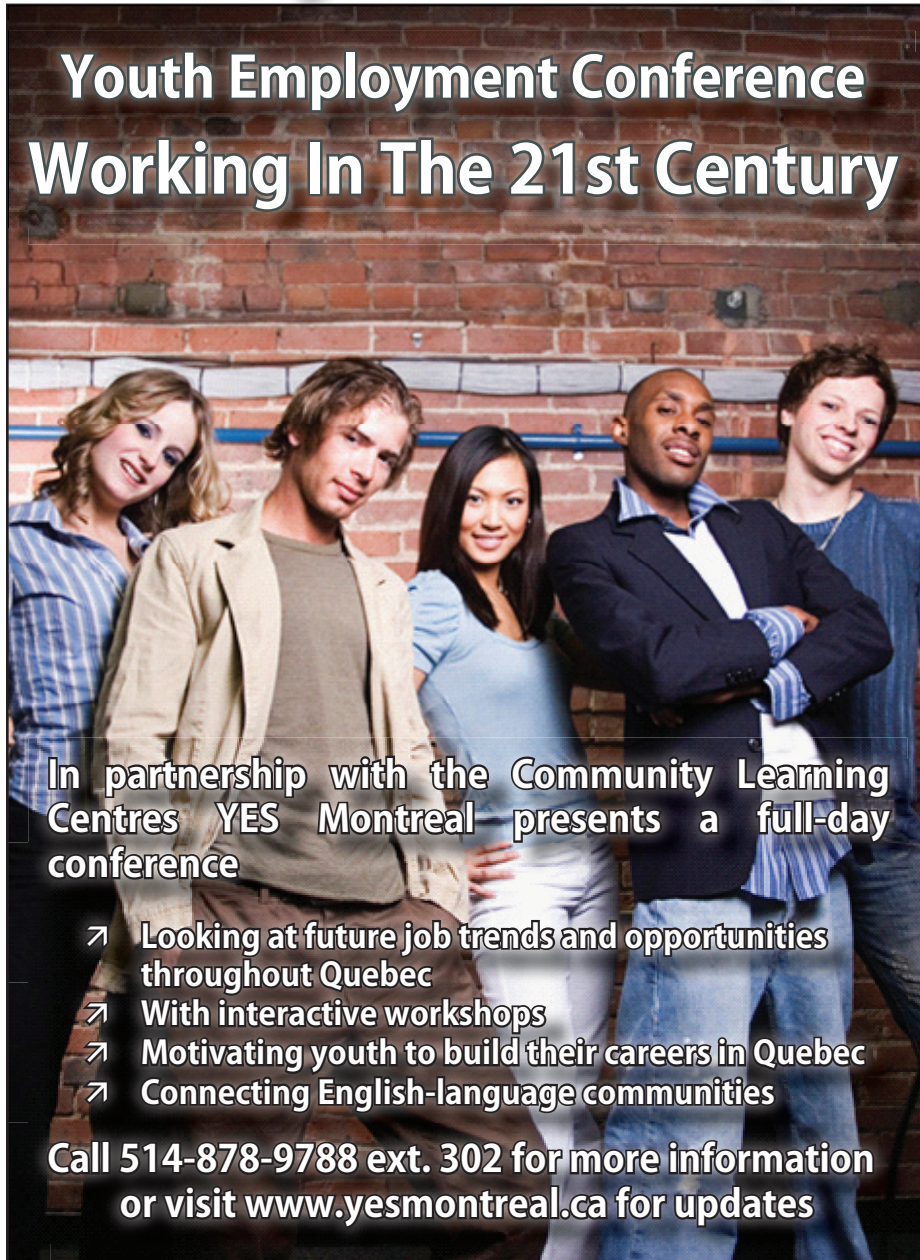
Participants will develop and improve their skills for contacting potential employers. They will also learn how to develop, prepare and practice their professional presentation with other participants in the workshop.

Wednesdays, 10:00am - 12:00pm: Jan 28, Feb 25, Mar 25, Apr 22, May 27, Jun 17, Jul 22, Aug 26

Participants will explore how to keep focused and motivated in their job search. Exercises focus on time management, maintaining a work/life balance and reducing stress. Participants will develop realistic career goals and determine concrete steps towards achieving them.

Saturday March 28, 2008

Youth Employment Conference Working In The 21st Century



In partnership with the Community Learning Centres YES Montreal presents a full-day conference

- Looking at future job trends and opportunities throughout Quebec
- With interactive workshops
- Motivating youth to build their careers in Quebec
- Connecting English-language communities

Call 514-878-9788 ext. 302 for more information or visit www.yesmontreal.ca for updates

AVAILABLE FROM YES MONTREAL AS OF

02.07.09

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514.878.9788 EXT. 322



MAKING YOUR WAY

ESSENTIAL HANDBOOK OF QUICK-TIPS, CONTACT INFORMATION & RESOURCES AVAILABLE FOR ENTREPRENEURS, JOB SEEKERS & ARTISTS IN QUEBEC

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Grants **YES Montreal & La Fondation du maire de Montréal's Entrepreneurship Business Plan Contest**

Each year, YES teams up with La Fondation du maire de Montréal to offer a grant to support young start-up entrepreneurs.

Start preparing today and give yourself the best chance of receiving a grant of up to \$7,500 for your business. For more information, please attend the Entrepreneurship Grants & Loans Information Session (see page 17). **Deadline to apply: February 9, 5pm.**

Eligibility Criteria

To be eligible for this grant, 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



YES Montreal's Artist Project Plan Contest

This grant is for an artistic project put together by an individual artist or group of artists. For more information, please attend the Jump-Start Your Art Information Session (see page 15). **Deadline to apply: April 27, 5pm.**

Eligibility Criteria

To be eligible for this grant:

- Your project must be past the development phase and ready for promotion
- Your project must take place on the island of Montreal
- Your project must be completed within 12 months of receiving the grant

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)

Self-Assessment: Part I

Cost: FREE

Pre-registration is required. Participants must pre-register for both Part I and Part II.

Wednesdays, 10:00am - 12:00pm: Jan 7, Feb 4, Mar 4, Apr 1, May 6, Jun 3, Jul 8, Aug 5

Don't know what to do with your career? This workshop will help you explore which career paths best suit your personality and interests. By participating in self-assessment activities you will clarify your preferences and learn how your personality and interests can be used to evaluate various career options.

Self-Assessment: Part II

Cost: FREE

Pre-registration is required. Participants must pre-register for both Part I and Part II.

Wednesdays, 10:00am - 12:00pm: Jan 14, Feb 11, Mar 11, Apr 8, May 13, Jun 10, Jul 15, Aug 12

This workshop is designed for participants who attended Self-Assessment Part I.

Continue the process of self-assessment by examining your values, skills and core beliefs. Discuss the steps you have taken in your career exploration and the obstacles that you may have encountered. The Job Search counsellor will help you determine which steps must be taken in order to achieve your career goals.

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.

Career Mentorship

In this program mentees are matched with experienced professionals who can provide support, guidance and encouragement. Career mentees work toward achieving specific career goals that they establish at the start of the relationship.

(See page 20 for more details)

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.

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

Career Exploration Workshops

Thursday evenings, 6:30pm - 8:30pm

Have you ever considered pursuing a career in a particular field but don't really know what it involves? Are you considering a career change? Have you wondered what it takes to develop a specific career here in Montreal? The Career Exploration Series is designed to give participants an opportunity to meet various industry representatives in a small group setting and to explore these very questions.

In each of these workshops, professionals from specific career sectors will discuss industry trends, the skills needed to succeed and what a 'day in the life' of a particular profession is actually like. A question and answer period will follow each discussion.

International & Community Development Cost: \$15	Jan 29
Jobs in the Public Sector Cost: FREE	Feb 19
Careers in Science Cost: \$15	Mar 26
Human Resources Cost: \$15	Apr 23
Advertising & Public Relations Cost: \$15	May 28
Finance & Accounting Cost: \$15	Jun 11



French for Job Seekers

Tuesdays and Fridays
9:30am - 12:30pm

Cost: \$65, Pre-registration is required.

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



- Session 1: Jan 13 – Feb 6**
- Session 2: Feb 17 – Mar 13**
- Session 3: Mar 24 – Apr 21**
- Session 4: May 5 – May 29**

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

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.

Grants and Loans Information Session

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. 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 admitted to workshops as it is disruptive to the group. If it is your first time visiting YES, please arrive at least 15 minutes before the workshop. Nominal charges may apply for some services.

For Entrepreneurs: Grants and Loans

Offered on Thursdays:

Jan 8, Jan 22, Feb 5, Feb 19, Mar 5, Mar 19, Apr 9, Apr 23, May 7, May 21, Jun 11, Jul 9, Aug 6

2:00pm - 3:30pm

Cost: FREE (Handouts \$1)

For Artists: Jump-Start Your Art & Artists' Grants and Loans

Offered on Thursdays:

Jan 15, Jan 29, Feb 12, Feb 26, Mar 12, Mar 26, Apr 16, Apr 30, May 14, May 28, Jun 18, Jul 16, Aug 13

2:00pm - 3:30pm

Cost: FREE (Handouts \$1)

(See page 14 for details)



fondationduMaire
OSEZ L'ENTREPRENEURSHIP

Business Skills for Creative Souls Workshops

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

Cost: \$15 each

Unique to Montreal, these workshops are designed for the employment and self-employment needs of artists. Register early to guarantee your participation!

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

Getting Your Art Seen

January 28

A definite must for all visual artists. This workshop will offer insight into how emerging artists can go about showcasing their artistic creations. Local curators and gallery owners will be present to offer tips and advice on the processes behind developing your professional artistic portfolio and other topics such as creating exhibitions for your art.

The Perfect Fit: Choosing an Agent and Manager

February 11

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. In this workshop an industry professional will provide you with practical advice about how to choose an agent or manager who's right for you and when to make that move.

How to Write an Effective Artist Grant

March 18

This workshop is your one-stop for the "dos and don'ts" of grant and proposal writing. Learn about funding options, and the criteria required for different types of funding all while increasing your knowledge to ensure that your grant application is strong and noticeable.

Copyrights: Keeping Control of Your Work

April 8

No matter what your discipline, you've created work, now learn how to keep it! Avoid having your work misused and learn how to ensure your rights are respected. To all visual artists, music writers, producers, and composers, this workshop is for you. Representatives from SODRAC (Society for Reproduction Rights of Authors, Composers and Publishers in Canada) will provide you with crucial information and answers to your most pressing questions about reproduction rights for music, visual arts & crafts.

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

May 6

Never underestimate the power of public opinion. Publicity and media play a major role in shaping an artist's career. With good media and publicity in place, you will be able to convey your message effectively. 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 excellent results.

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 free access to a computer lab with Internet and have access to a fax machine, a photocopier, a scanner a telephone, and a resource library filled with the latest magazines and books.

Please Note: Late arrivals will not be admitted to workshops as it is disruptive to the group. 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 - 3:30pm

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.



YES Entrepreneurship Networking Support Group

Jan 22, Mar 5, Apr 9, May 14

6:00pm - 7:30pm

Cost: FREE

Light refreshments will be provided

This is your chance to tap into the pool of experience of other self-employed individuals and to support each other in the pursuit of your entrepreneurial goals. Joining the *YES Entrepreneurship Networking Support Group* will help build long-term relationships while increasing your contacts and building your network.

Members of the group offer a wealth of knowledge and expertise that you will benefit from. In addition, our entrepreneurs will have access to coaching, and legal and accounting services. A YES staff member will be present to facilitate the group.

Reasons to join the group:

- Share ideas and get feedback from others who are in the same situation as you.
- Gain access to a network of business owners from various backgrounds which offer different perspectives, input, and resources.

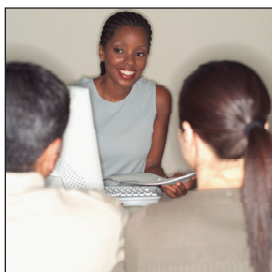


Our Expertise At Your Service

Business Coaching Sessions

By appointment only

Cost: FREE*



We provide one-on-one support as you start, grow or expand your business. Our business coaching services will support you by providing answers to your business questions and to ensure your success.

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
- Importing/exporting, online business, franchising and more

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

Drop-in business coaching services are available every Friday from 2:00pm - 4:00pm for a 15-minute session, and do not require an open entrepreneurship file.

Our specialty coach will assist clients who are seeking to create, grow or enhance their brands. Work with a coach to develop a brand strategy, review your company's identity and public perception. The coach can also work with you to examine your name, packaging, design, and product positioning or to help you learn about advertising optimization. A referral from a YES business coach is required before meeting with a specialty coach.

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 questions you may have relating to business issues such as business structures, contract law, taxation and intellectual property.

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.

Legal Information Clinic For Entrepreneurs

By appointment only

Cost: FREE*

Accounting Clinic For Entrepreneurs

By appointment only

Cost: FREE*

*For a **one-time** \$20 file activation fee you will have unlimited access to specialized entrepreneurship and artists' services including coaching, legal clinics and accounting clinics. 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 3 for details on our cancellation policy.

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

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 Artists' Project Plan Contest take place each spring.

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

Jump-Start Your Art & Artists' Grants & Loans

2:00pm - 3:30pm

Cost: FREE (Handouts: \$1)



Thursdays: Jan 15, Jan 29, Feb 12, Feb 26, Mar 12,
Mar 26, Apr 16, Apr 30, May 14, May 28,
Jun 18, Jul 16, Aug 13

Are you an artist seeking to make a living from 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.

Artists' 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. Artists' 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.

Artists' Career Counselling

By appointment only

Cost: FREE

The instability and contract-based nature of work in the arts leaves many wondering how to balance career security with their creative pursuits. Our career counsellors can help you! Attend a *Jump-Start Your Job Search* (see page 4) and get one-on-one appointments with one of our counsellors to begin exploring your options.

*For a **one-time** \$20 file activation fee you will have unlimited access to specialized entrepreneurship and artists' services including coaching, legal and accounting clinics. 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 3 for details on our cancellation policy.

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

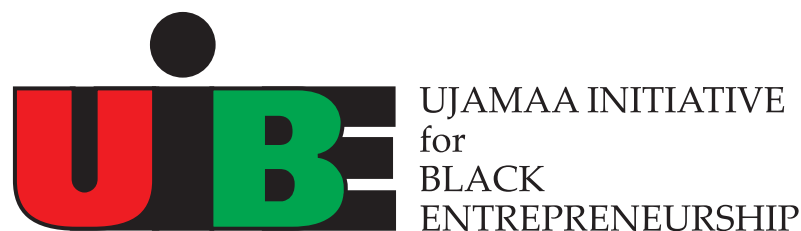
Black Entrepreneurship

Ujamaa Initiative for Black Entrepreneurship (UIBE)

Contact: Michael Smith

In partnership with YES Montreal, the UIBE promotes entrepreneurship to the English-speaking Black Community and provides support, information and training in entrepreneurship to potential and existing entrepreneurs. A one-of-a-kind outreach initiative, the UIBE is dedicated to creating and supporting entrepreneurs in the Black Community. Find programs and services for entrepreneurial development as well as promotional materials outlining the existing services available to entrepreneurs, within the Black Community.

Learn more about how you can get involved in this program by speaking to one of our Business Coaches or coming to one of our Jump-Start Your Business Orientation Sessions held every Wednesday. (See page 8)



Financing for Black Entrepreneurship

Jan 26, Mar 9, May 4
6:00pm - 7:30pm

Cost: Free

Pre-registration is required.

Learn about how you can apply for special financing programs for black entrepreneurs in Quebec. This informative session will go over basic eligibility criteria and explain the steps involved in obtaining a loan/grant.

Moderator: Michael Smith, Ujamaa Initiative for Black Entrepreneurship

Speaker: Jaël Élysée, Specialized Funds Coordinator, FILACTION

Start Your Own Business Seminar Series

Tuesday evenings, 6:30pm - 8:45pm
Cost: \$65 for the series (4 Seminars)
or

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



This four-week seminar is suitable for both novice entrepreneurs and those wishing to increase their business knowledge. Professionals and specialists in the field will teach you the theories behind getting your business started. 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!

1. The Nuts & Bolts of Starting Your Business

Speakers: Luciano D'Iorio
Terramont
Daniel Wolski
YES Legal Information 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. It addresses topics such as legal structures, contracts, permits, business numbers, and leasing.

2. Research Your Market and Market Your Business

Speakers: Raymond Busbridge
YES Montreal Mentor
Ron Abraira
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: TBA

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 2	Series 3	Series 4
1. The Nuts & Bolts ...	January 27	March 24	April 28
2. Research your Market/Marketing...	February 3	March 31	May 5
3. Financing Your Business	February 10	April 7	May 12
4. The Business Plan...	February 17	April 14	May 19

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.**

3 Laws of Marketing & 14 Mistakes to Avoid January 19

Speaker: Peter Vogopoulos
Exceeding Limits Business Development

Too many start-up entrepreneurs fall into the same marketing traps, but marketing does NOT have to be complicated. Discover what works and what traps to avoid in this informative workshop. Learn the 3 Laws of Marketing Physics to make your sales, marketing and business development more effective. Also, discover the 14 most common marketing mistakes EVERY entrepreneur is making and how to avoid them in your venture.

Tax Tips for Individuals in Business Feb 23

FREE

Speaker: TBA
Canada Revenue Agency

There are two things that are certain in life, and one of them is taxes. Meet with a Canada Revenue Agency representative and learn about categories of allowable expenses and deductions, bookkeeping requirements and the process involved in filing your business taxes.

Social Entrepreneurship: Change the World March 16

Speakers: Katia Bohémier & Sophie Gélina
Institut du nouveau monde

Social entrepreneurs identify social issues and develop innovative solutions that use entrepreneurship to address them. This session 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 entrepreneurship project off the ground.

Creating Your Company's Brand and Image April 20

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 from the crowd.

E-Commerce: Selling Your Services or Products Online May 25

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.

Grants and Loans

Grants and Loans for Entrepreneurs

Cost: FREE (Handouts \$1)

Offered on Thursdays (2:00pm - 3:30pm)

Jan 8, Jan 22, Feb 5, Feb 19, Mar 5, Mar 19, Apr 9, Apr 23, May 7, May 21, Jun 11, Jul 9, Aug 6

(See page 17 for more details)

Mentorship for Entrepreneurs

Mentorship

In this program entrepreneurs are matched with experienced business people who can provide support, guidance and encouragement. Entrepreneurship mentees work with their mentors toward specific business goals that are established at the start of the relationship.

(See page 20 for more details)

Marketing Tools for YES Clients & Alumni

YES Entrepreneurs' Board

Get connected with fellow entrepreneurs. The YES Entrepreneurs' Board offers an opportunity for YES entrepreneurship clients to post their business cards in order to advertise their products and services. Post on our board for free.

The YES Yellow Pages: E-Directory of YES Entrepreneurs in Business

YES offers a free marketing tool on its website for 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.

