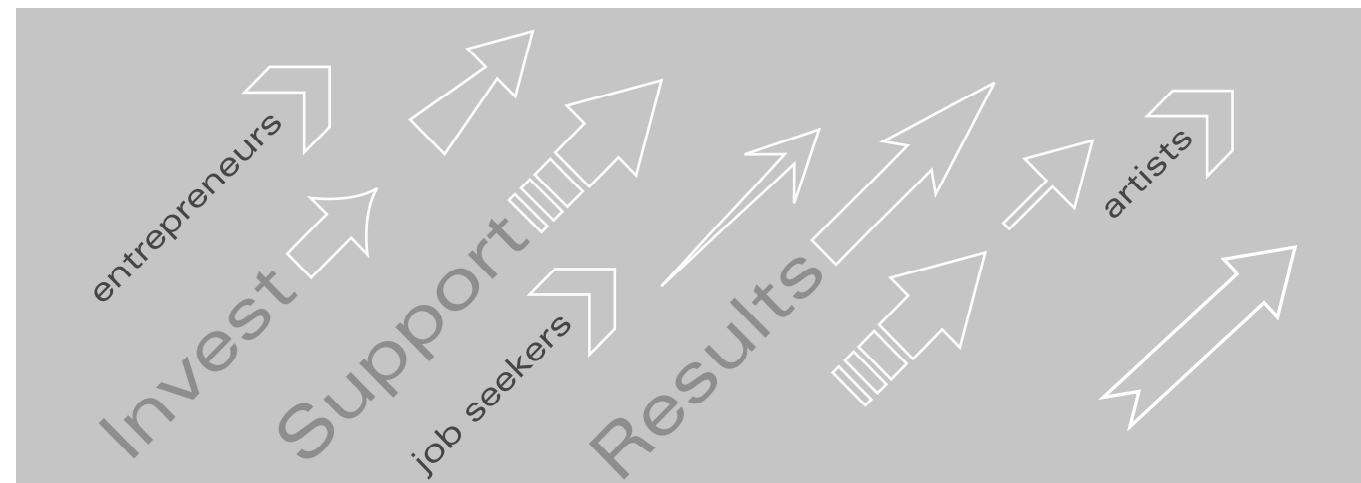


Youth Employment Services
Services d'emploi pour les jeunes

YES Montreal (Youth Employment Services)

Services d'emploi pour les jeunes
630, boul. René-Lévesque ouest
Suite P-185 (Promenade Level)
Montreal, Quebec H3B 1S6



PROGRAM BOOK
WINTER / SPRING 2007

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www.yesmontreal.ca

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YES Montreal (Youth Employment Services)
630 René-Lévesque Blvd. West, Suite P-185, Montréal, H3B 1S6
Tel: (514) 878-9788 • Fax: (514) 878-9950 • E-Mail: info@yesmontreal.ca
www.yesmontreal.ca

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**SCHEDULES SUBJECT TO CHANGE
ALL WORKSHOPS ARE OFFERED IN ENGLISH**

YES Montreal (Youth Employment Services)

630, boul. René-Lévesque O., Suite P-185
Montreal, QC H3B 1S6
Tel: (514) 878-9788
Fax: (514) 878-9950

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



The John Dobson Foundation The Hay Foundation The Zeller Family Foundation The Hylcan Foundation

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



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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 YEARS. This program includes daytime workshops, individual career counselling, career testing services, an internship program, a resource library, free computer access, French courses, a mentoring program, job postings and networking opportunities.

Entrepreneurship Program

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

Artists Program

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

Registration Information

Our daytime workshops are available on a drop-in basis or by pre-registration. Pre-registration is mandatory for all evening workshops. Where there is a fee for a workshop you may register in person, by mail, by fax or by phone. Payments can be made using cash, cheque or credit card for transactions of 15\$ or more. For registration information, please call **(514) 878-9788**.

Workshops are limited to 30 participants and frequently sell out. **Pre-registration is strongly recommended.** Please call the reception desk for full details or to register. **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. Workshops take place at our offices. Nominal fees may be charged for handouts. Late arrivals for workshops are NOT permitted.

A one-time, non-refundable \$20 file activation fee is required for a business coaching or a legal information session. 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 notice. In the event that adequate notice is not provided, you will be required to pay a \$5 fee to reactivate your file.

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

The YES centre is closed on all legal holidays and will be closed between Dec 22 and Jan 07.

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

For more information or to be added to the YES mailing list, please 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.

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Job Search

The **YES Job Search Program** is designed for youth who are looking for employment or need help planning their career. Professional employment and career counsellors facilitate a variety of job search workshops and offer individual counselling. At YES we also offer an intensive French course for job seekers. Clients have access to a fax machine and photocopier and free access to a computer lab, Internet, a resource library and telephone. Clients are required to attend the Job Search Orientation Session in order to meet with a counsellor and have access to the following services:

- Individual career counselling
- Career testing services
- Employment strategies
- Job Search Workshops
- Career planning
- Mentorship
- Mock interviews
- Internships

Counsellors are also available on a drop-in basis Monday to Friday from 11:00am - 12:00pm for a 15-minute session



The YES Job Search Orientation Session

Cost: FREE

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

YES counsellors will introduce the services and resources available at YES. Participants will be given an overview of the job search process and some key concepts such as the hidden job market, the importance of networking and follow up processes.

Please note: Attendance at the YES Job Search Orientation Session is a pre-requisite to meeting individually with an employment counsellor.

Cover Letter & Résumé Writing Workshops

Cost: FREE
Pre-register 24 hours in advance

Monday, 10:00am - 12:00pm: Jan 15, Feb 12, Mar 12, Apr 16, May 28, Jul 09, Aug 06
Monday, 2:00pm - 4:00pm: Jan 29, Feb 26, Mar 26, Apr 30, Jun 11, Jul 23, Aug 20

Participants will learn the guidelines to effective, strategic résumé and cover letter writing, including how to customize them, assess and highlight their qualifications, skills and achievements. **Make sure to bring your CV!**

Registration

REGISTRATION FORM (Please clearly fill in all information requested)

STEP 1: Indicate the workshop name(s), date(s) and fee(s) that you wish to register for:

| Course Name & Date | Fee (\$) |
|---|-----------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Subtotal \$ | _____ |
| *HELP CREATE SUCCESSFUL FUTURES WITH A DONATION TO YES | |
| <small>* See Page 23 for details</small> | |
| GRAND TOTAL \$ | Optional |
| _____ | _____ |

STEP 2: Payment:

Cash (in person only) / **Cheque** (Payable to Youth Employment Services) / **Credit Card** (over \$15 only)

If paying by credit card, please select: Visa/AMEX/Mastercard

Card Number _____ Expiry Date ____ / ____

Signature _____ Name (as shown on card) _____

STEP 3: Tell us who you are:

First Name _____ Male _____ Female _____

Last Name _____ Date of Birth ^{Month} ____ / ^{Day} ____ / ^{Year} ____

Address _____

Apartment _____ City _____ Postal Code _____

Telephone Number : () _____ Email: _____

STEP 4: Please answer the following questions:

Have you ever used our services? YES _____ NO _____
Where did you hear about this workshop? _____

SCHEDULES ARE SUBJECT TO CHANGE AND SPACE IS LIMITED. Please call to confirm availability.

REFUND/CANCELLATION POLICY: Workshops costing \$15 or less are non-refundable and non-transferable. Cancellations for the Start Your Own Business Series, and the French courses are accepted only if received 48 hours before the start of the FIRST workshop or class.

Conferences



The 10th annual YES Entrepreneurship Conference March 03, 2007

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

For more information on the 10th annual YES Entrepreneurship Conference, to be held on March 03, stay tuned to our website or call the reception desk to be added to our conference mailing list.

The 7th annual YES Self-employed Artists Conference: Business Skills For Creative Souls May 14th 2007

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 unique event has hosted some of Montreal's most renowned artists and celebrities, including **Hilary Radley** (*Hilary Radley Design Studio*), **Steve Galluccio** (*Mambo Italiano*), **Gilbert Rozon** (*Just for Laughs*), **Roberto Wilson** (*Cirque du Soleil*) and **Mike Renaud** (*The Donald K. Donald Group of Labels*).

For more information on the 7th Business Skills For Creative Souls Artists Conference, to be held May 14th 2007, stay tuned to our website or call the reception desk to be added to our conference mailing list.

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.



Cold Calling & Informational Interview Workshops

Cost: FREE
Pre-register 24 hours in advance.

Monday, 10:00am - 12:00pm: Jan 29, Feb 26, Mar 26, Apr 30, Jun 11, Jul 23, Aug 20
Monday, 2:00pm - 4:00pm: Jan 15, Feb 12, Mar 12, Apr 16, May 28, Jul 09, Aug 06

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

Goal Setting & Staying Focused

Cost: FREE
Pre-register 24 hours in advance.

Wednesday, 10:00am - 12:00pm: Jan 24, Feb 28, Mar 28, Apr 25, May 23, Jun 27, Jul 25, Aug 22

Participants will explore how to keep focused and motivated throughout their job search process by doing exercises related to time management, keeping life balanced and reducing stress. Participants will develop realistic career goals and determine concrete steps towards achieving them.



Self-Assessment Workshops

Self-Assessment: Part I

Cost: FREE
Pre-register 24 hours in advance.

Wednesday, 10:00am - 12:00pm: Feb 07, Mar 07, Apr 04, May 02, Jun 06, Jul 04, Aug 01

Don't know what to do? 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 focus on career options.

Self-Assessment: Part II

Cost: FREE
Pre-register 24 hours in advance.

Wednesday, 10:00am - 12:00pm: Feb 14, Mar 14, Apr 11, May 09, Jun 13, Jul 11, Aug 08

This workshop is designed for participants who attended Self-Assessment Part I. Continue the process by examining your values, skills and beliefs. Discuss the steps you have taken in your career exploration and the obstacles that you may have encountered. The counsellor will help you determine which steps must be taken in order to achieve your career goals.

Networking & Marketing Yourself Workshops

Cost: FREE
Pre-register 24 hours in advance.

Monday, 10:00am - 12:00pm: Jan 22, Feb 19, Mar 19, Apr 23, Jun 04, Jul 16, Aug 13
Monday, 2:00pm - 4:00pm: Jan 08, Feb 05, Mar 05, Apr 02, May 07, Jun 18, Jul 30, Aug 27

Job seekers will learn the importance of networking and learn to build unique self-marketing techniques through identifying their skills, relevant experiences and past successes through a series of exercises.

Interview Workshops

Cost: FREE
Pre-register 24 hours in advance.

Monday, 10:00am - 12:00pm: Jan 08, Feb 05, Mar 05, Apr 02, May 07, Jun 18, Jul 30, Aug 27

Monday, 2:00pm - 4:00pm: Jan 22, Feb 19, Mar 19, Apr 23, Jun 04, Jul 16, Aug 13

This interactive workshop teaches participants the do's and don'ts of job interviewing, how to prepare and succeed in an interview and how to handle difficult questions and follow up with potential employers. **Please note:** Individual videotaped interview sessions are available for a fee of \$15 per person.

To organize an interview workshop for your group, please contact us at (514) 878-9788 x309.

Career Testing Services

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

Testing is offered on an individual basis by an experienced career counsellor, who will interpret the results and help you prepare a career plan. Standardized career tests will be used to help you determine your interests, personality preferences and clarify your career objectives.

YES Internship Program

YES, in partnership with the government, provides job search clients who possess a post-secondary degree with meaningful, paid work experience in their field. Through workplace training, participants will gain practical skills that will help ensure their successful integration into the job market. For more information, including eligibility requirements, please visit: www.yesmontreal.ca or speak to your counsellor.

Résumé & Cover Letter Translation

Please call for pricing.

YES provides translation of your résumé and cover letter, from English to French. Simply bring your résumé or cover letter in electronic format to the front desk with your payment and your professionally translated document will be ready in approximately 5 working days. Special rates are also available for editing or additional pages. **Documents will only be accepted in electronic format.** For more information please contact us at (514) 878-9788.



"YES helped me clearly define my career goals, match my skills to the job market and to the company in Quebec that I really wanted to work for. Thanks to YES and their supporters, I have found new momentum in my life and career."

Anna Hakobyan, YES Job Search Client 2005

THE YES MENTORSHIP PROGRAMS facilitates the passing on of skills, knowledge and wisdom from an experienced individual (a mentor) to a less experienced individual (a mentee). A mentor acts as a guide, a role model and an advisor for a mentee, who is willing to learn from their mentor's experiences in order to develop his/her 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.

To qualify for the YES Career Mentorship Program, candidates must:

- Meet with a YES Job Search Counsellor to determine eligibility
- Be job-ready through education and/or experience or be in the first 3 years of an established career
- Not be returning to school full-time in the near future

Career mentees and mentors 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. Novice 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.

To qualify for the YES Entrepreneurship Mentorship Program, candidates must:

- Have a mentorship assessment through the business coaching services to determine eligibility
- Have an existing business for which they work full-time
- Have a business that has been in operation for less than five years

Entrepreneurship mentees and mentors must commit to meeting in person at least once a month for a period of one year.

For more information about the YES Mentorship Programs, please call the Mentorship Program Coordinator at (514) 878-9788 x305.



"I feel the mentoring program offered by YES is possibly one of the most constructive and useful services offered by any organization for new entrepreneurs. The advice my partners and I have drawn from our mentor has helped us focus on our main business goals and avoid major pitfalls along the way. The advice of an experienced, independent party is worth its weight in gold to any young company."

Eric Garvis, YES Mentorship Client 2005



Grants & Loans Information Session

Wednesdays, 3:00 pm - 4:30 pm

Cost: Free (Handouts \$1) Pre-registration is not required.

Offered On: Jan 10, Jan 24, Feb 07, Feb 21, Mar 07, Mar 21, Apr 04, Apr 18, May 16, Jun 13, Jul 11, Aug 08

Whether you are looking to start your business or are looking to expand, we have funding options for you. By attending the Grants and Loans information session you will learn about funding options available through YES. Information is also available about different community programs. Information will include eligibility criteria, targeted sectors and industries, as well as levels of funding available. For more information, please contact call (514) 878-9788 x316.

Grants YES/La Fondation du maire Business Plan Contest



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

Eligibility Criteria

To be eligible for these grants, you must

- Be between 18 and 35 years of age
- Have a low income
- Live and operate your business on the island of Montreal
- And more...

Entrepreneurship Business Plan Contest

Start preparing today and give yourself the best chance of receiving a \$7,500 grant for your business. Deadline for submission is Monday, February 12, 2007 at 5 pm. For more information, please attend the **Grants & Loans Information Session.**

Artist Project Plan Contest

Get your artistic project off the ground with a grant of \$5,000. Deadline for submission is Monday, April 23, 2007 at 5 pm. For more information, please attend the **Grants & Loans Information Session.**

Loans



Are you in need of a loan for your new business? You may be eligible for a loan of up to \$15,000. **It is mandatory that you have had a business coaching session before submitting a contest 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)

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French For Job Seekers

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

Tuesdays and Fridays

9:00am - 12:00pm

Cost: \$65

Pre-registration is required.

SESSION 1: JANUARY 23 - FEBRUARY 16

SESSION 2: FEBRUARY 27 - MARCH 23

SESSION 3: APRIL 10 - MAY 04

SESSION 4: MAY 15 - JUNE 08

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



This course is designed for students with a basic knowledge of French. Participants will develop their understanding of the language and acquire basic grammar and vocabulary skills. Emphasis is placed on improving conversational skills in a business context. Participants will have an opportunity to work on their cover letter and participate in mock interviews.

Career Exploration Evening Workshops

Thursday evenings, 6:30pm - 8:00pm

Cost: \$10 each

Pre-registration is required.

Have you ever considered pursuing a career in a particular field, but didn'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 Workshops** are a series designed to give students and job-seekers an opportunity to meet various industry representatives and to explore these very questions.

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

- | | |
|---|--------------------|
| 1. Jobs in the Public Sector* | January 11 |
| 2. Media and Communications | February 08 |
| 3. Jobs in the Public Sector* | March 15 |
| 4. Building a Career in Graphic Arts | March 29 |

*** These 2 workshops are offered at no cost.**



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Open to Individuals of All Ages

Entrepreneurship clients have access to a fax machine and photocopier and free access to a computer lab, Internet, a resource library and telephone. Annual YES events include the entrepreneurship conference in the spring and the Business Plan Contest. YES entrepreneurship workshops and seminars will help you refine your idea, start or grow your business and locate the resources you need to succeed. Pre-registration is required for some workshops. **Please note:** There may be an optional nominal charge for handouts, as indicated.

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

Jump-Start Your Business Orientation Session

Wednesdays, 2:00pm - 3:00pm
Cost: FREE (Handouts: \$1)
No pre-registration required.

Thinking of starting a business? Want to know what services and resources are 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 get your business off the ground! It also gives you a quick glance at what it takes to be an entrepreneur. Come gather your facts and get ready to Jump-Start your business.

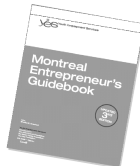
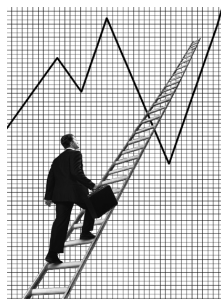


Entrepreneurial Survival Thursdays Workshop

9:15am - 12:30am
Jan 25, Feb 15, Mar 08, Apr 12,
Apr 26, May 10, May 24

1:30pm - 4:45pm - Mar 22

Cost: \$40 (Includes YES Guidebook)
Pre-registration is required.
Space is limited to 20 participants.



Did you know that nearly 50% of small Canadian businesses do not survive more than 2 years?

Why not rise above the obstacles and prepare yourself with the skills to ensure your entrepreneurial success? Get first-rate tools and take your first steps towards a business hit!

In this workshop you will:

- Measure your entrepreneurial IQ and discover ways to improve your score
- Learn why businesses fail and how your new business can succeed
- Have the opportunity to sit down and pick the brain of a local entrepreneur who **survived**. Ask and learn about their strategies for success
- Receive the Montreal Entrepreneur's Guidebook the ultimate learning tool for every business
- Learn the difference between an idea and a business opportunity
- With the advice from legal experts, decide which legal structure is best suited for your business

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7th annual Montreal Self-Employed Artists Conference

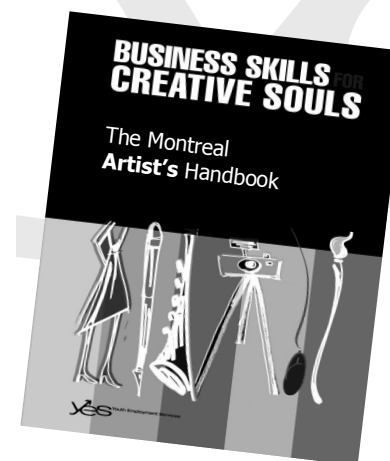
May 14 2007 At the Centaur Theatre



Self-employed artists looking for insight, inspiration and essential networking opportunities will get all that and more at the 7th Annual Montreal Self-Employed Artists Conference. Held annually, this unique conference is a full day of workshops and panel discussions. This event has hosted some of Montreal's most renowned artists and celebrities, including **Yann Martel** (author of the Life of Pi), **Len Blum** (screenwriter), and **Hilary Radley** (designer).

Business Skills For Creative Souls: The Montreal Artist's Handbook

"More than a mere book, consider this tome a chastity belt for your psyche; use it properly and you won't get screwed."
Andy Nulman, President, Airbourne Entertainment



Regular Price
\$19.95

This handy guide, published by YES, includes tips based on interviews with over 50 local artistic celebrities, including **Steve Galluccio** (Author/Playwright), **Josée Nadeau** (Internationally Renowned Painter), **Jamie Elman** (Actor) and **Lorraine Klaasen** (Singer). Topics covered include marketing, accounting, law, employment and business basics, and funding for artists. The handbook also includes a resource listing of over 75 non-profit organizations that provide support for artists, including organizations that offer funding programs. **Available at the YES centre or by calling (514) 878-9788.**

Expertise for the Artists!! — Special Offer

Receive 5\$ off your purchase of the Montreal Artist's Handbook, with this coupon.

Offer expires September 2007

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Donate online at www.yesmontreal.ca or by phone: 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 Artist Project Plan Contest take place each spring. *Nominal charges may apply for some services.*

Business Skills for Creative Souls: Artists Workshops

Thursday evenings, 6:30pm - 8:45pm
Cost: \$10 each (No Refunds)

Media and Communications

February 08
6:30pm - 8:45pm

Building a Career in Graphic Arts

March 29
6:30pm - 8:45pm

The Business of Selling Your Art

April 19
6:30pm - 8:45pm

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

Have you ever considered pursuing a career in a particular field, but didn't really know what it involved? Are you considering a career change? Have you wondered what it takes to develop a specific career here in Montreal? These two workshops, **Media and Communications** and **Building a Career in the Graphic Arts**, are designed to give you an opportunity to meet various industry representatives and to explore these very questions. Topics of discussion will also include industry trends, necessary competencies, and what a 'day in the life' of a particular profession is actually like. A question and answer period will follow each discussion.

Are you wondering how to transition from making art to selling it? Have you ever wondered who would be interested in buying your art? Have you been trying to figure out what to charge? This workshop is here to answer all those questions and more. Learn how to sell your work and assess its true value. Also learn about creative ways to market your talent.

Please consult page 13 to see additional workshops for artists.



"As a graphic artist, working with YES changed my life. It confirmed my calling to be self-employed and from that point forward YES became my lifeline for my transition from employment to entrepreneurship. YES' attentive staff — and the services they offer to artists — gave me the business skills that I needed to be successful. Today, I am still working with YES and together we making my business grow."

Rachel Stephan, YES Artist Program Client 2005

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 focus on supporting you, the client, in getting answers to your business questions and maximizing the effectiveness of your entrepreneurial efforts.

We can assist you with:

- Business planning and setting-up a business
- Market research, sales and marketing
- New products and/or service development
- Advice on financing options and resources
- Guidelines to build up your business skills
- Business plan writing
- Import/export, on-line business, franchising and more!

Please call the Entrepreneurship Services Coordinator at (514) 878-9788 x316 to book an appointment for business coaching services.

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

Legal Information Clinic For Entrepreneurs

From September to April
By appointment only
Cost: FREE*



YES invites you to take advantage of our free legal information clinic for entrepreneurs. Our legal information officer is available to provide information and to answer questions on business issues such as business structures, contract law, taxation or intellectual property. For more information, please contact the Entrepreneurship Services Coordinator at (514) 878-9788 x316.

*A one-time, non-refundable \$20 file activation fee is required for a business coaching or a legal information session. 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 notice. In the event that adequate notice is not provided, you will be required to pay a \$5 fee to reactivate your file.

Starting Your Own Business Seminar Series

Tuesday evenings, 6:30pm - 8:45pm
 Cost: \$65 for the series (5 workshops)

or

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



These seminars developed as a full series — and designed to complement each other — are suitable for both novice entrepreneurs and those wishing to strengthen their business knowledge. These seminars will teach you the basic theory behind each of the business elements described below. The series is repeated six times per year and the workshops are given by professionals and specialists in the field. **This series sells out quickly. Register now!!! Space is limited to 30 participants.**

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

1. The Nuts & Bolts Of Starting Your Business

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

2. Conducting Effective Market Research

This seminar will introduce you to the fundamentals of market research and explain why it is the crucial first step in starting your business. Explore why market research is essential in defining your market, position yourself within that market, and identify your competition.

3. Financing Your Business

You can't afford to miss this one — it could be worth money in the bank! Various aspects of financing your business and sources of funding will be discussed.

4. Marketing Your Venture

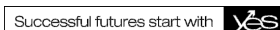
Find out why you need to develop a strategic marketing plan in order to reach your target market. Learn about the basic elements of marketing, including advertising, pricing and distributing, to help you promote your business.

5. The Business Plan, A Roadmap To Success

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 in obtaining financing.

| Topic | Series 3 | Series 4 | Series 5 | Series 6 |
|---|-------------|-------------|----------|----------|
| 1. The Nuts & Bolts ... | January 09 | February 20 | March 27 | May 01 |
| 2. Conducting Effective Market Research | January 16 | February 27 | April 03 | May 08 |
| 3. Financing Your Business | January 23 | March 06 | April 10 | May 15 |
| 4. Marketing Your Venture | January 30 | March 13 | April 17 | May 22 |
| 5. The Business Plan... | February 06 | March 20 | April 24 | May 29 |

It starts with you... Please give generously.
 Donate online at www.yesmontreal.ca or by phone: 514.878.9788



10th Annual Entrepreneurship Conference



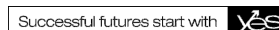
March 3rd 2007

The 10th annual Youth Employment Services Entrepreneurship Conference will provide Montreal entrepreneurs of all ages the tools needed to start, to develop or to expand their business.

This full-day conference will include:

- **Workshops on starting, growing and financing your business**
- **Inspirational keynote speakers sharing their secrets to success**
- **Panelists discussing 10 years of trends and the entrepreneurial future of Montreal**
- **Networking opportunities**
- **And much more...**

For more detail please call the us at (514) 989-9788 or consult our website a www.yesmontreal.ca



It starts with you... Please give generously.
 Donate online at www.yesmontreal.ca or by phone: 514.878.9788

Other Services

Professional Referral Services

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

YES Accounting Team

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

YES Legal Team

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

Marketing Tools for YES Clients and Alumni



Entrepreneur's Corner



YES entrepreneurs now have access to a bulletin board within the centre to stimulate connections between YES entrepreneurship clients who may wish to use each other's products/services. Posting and access to the Entrepreneur's Corner is FREE. Post your request for a product or service today!

YES E-Directory



YES offers a FREE marketing tool on its website for its entrepreneurship clients to promote their services/products. The YES E-Directory is an online directory of our clients businesses and their contact information. Anyone can have access to this virtual world and learn about the services/products that YES clients have to offer.

If you are a YES client and would like to post on the E-Directory or Entrepreneur's Corner, please contact the Entrepreneurship Services Coordinator at (514) 878-9788 x 316.



"We are not born entrepreneurs and being one is not easy — but not impossible. With the help of experts we can succeed. YES Montreal (Youth Employment Services) was always there for me. Thank you YES for the help, support and guidance you have given me over the past year!"

Hernando Alecina, YES Entrepreneurship Client 2005

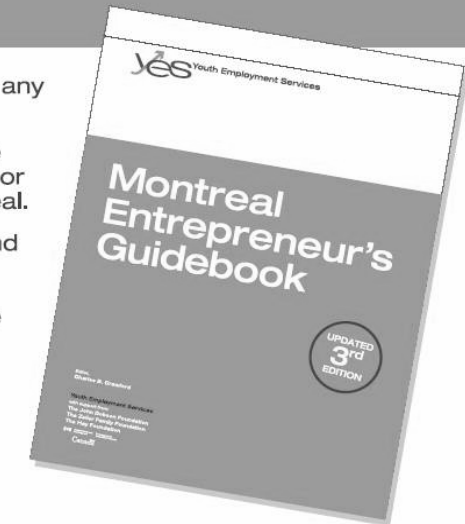
An Entrepreneur's Must Have Tool Buy Your Copy Today!

The updated 3rd Edition of the Montreal Entrepreneur's Guidebook is a 600-page, comprehensive resource guide providing entrepreneurs with a detailed roadmap to starting a business. This guidebook, published by YES, includes an updated and revised listing of local entrepreneurial resources and is currently used in several Montreal-area educational institutions. **Available at YES or by calling (514) 878-9788.**

Montreal Entrepreneur's Guidebook

- The "must-have" tool for any successful venture.
- Takes you through all the necessary steps to start or buy a business in Montreal.
- Features an extensive and updated list of local organizations that can provide invaluable advice and assistance.

Regular price
\$40.00



✂ Learn and Save!! — Special Offer ✂

Receive 10\$ off your purchase of the Montreal Entrepreneur's Guidebook, upon registration for any Start Your Own Business Seminar series between January and May 2007.

Entrepreneurship Resource Center

Our Entrepreneurship Resource Center offers free access to:

- Useful information for starting or running an existing business
- Reference list of Montreal manufactures, suppliers, distributors and retailers
- Four computer terminals with licensed software and Internet
- Telephone and printer



Find your answers in our Small Business Reference Library

If you are considering starting a business or require information for an existing small business, our Small Business Reference Library has the resources to assist you. We have hundreds of publications on almost any area of small business operations.

Whether you are looking for information on writing a business plan, researching market opportunities or financing your business, our library has the right materials to help you.

The collection includes hundreds of printed materials divided into the following key categories:

Documentation

- Market data
- Information on a variety of industries and sectors
- Business "how-to" manuals
- Tax/regulatory information
- Legal information for entrepreneurs
- Information on import/export
- Financing your business
- Directories for sourcing products and services; listing manufacturers, wholesalers, suppliers and distributors
- Reports on business topics
- Magazines and newspapers



Books

- Starting a business
- Business plans
- Home business
- Accounting/bookkeeping
- Legalities
- Marketing/market research
- Human resources management
- Importing/exporting
- Retail business
- Women entrepreneurs
- E-commerce
- Finance
- International trade



"YES provided accessible and concrete advice to start my photography business. Today YES business coaches continue to support my development in networking for growing my business. Most importantly people at YES are efficient and fun to work with."

Marcel Mueller, YES Entrepreneurship Client 2005

Meet the Experts Seminar Series

Monday evenings, 6:30pm - 8:45pm
Cost: \$15 each

Entrepreneurs and artists of all ages and levels won't want to miss this opportunity to learn from seasoned experts from Montreal. Topics have been carefully selected to meet the needs of the entrepreneurial and artistic community. Sign up today! Visit our website for regular updates.

*Home Sweet Home: Your Place of Business

January 29

Are you interested in starting a business and running it from home? Whether you're an artist or an entrepreneur, discover some of the challenges and rewards of running a home-based business. Learn how to set up your home as a place of business, how to market yourself, how to maintain a professional environment, and how to avoid isolation. Gain insight into topics such as deductible expenses, tax advantages and other pertinent business issues.

*Tax Tips I: Demystifying GST & QST

February 12

This workshop is an overview of the sales taxes in Quebec, GST, QST, and HST. It will provide general information on how to calculate, collect and remit these taxes. It will also deal with a variety of related topics such as:

- How and when to register for your GST number
- How to apply the taxes to various transactions
- How and when to file your tax reports
- How to prepare your invoices

*Tax Tips II: Understanding Self-Employment Tax Issues

March 12

Everything you always wanted to know about taxes but were too afraid to ask! Topics include:

- Basic governmental tax requirements
- Forms and regulations for the self-employed
- Income tax filing
- Record keeping and allowable expenses

Creating Your Company's Brand and Image

April 23

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 communications materials that will increase public awareness of your business. Learn how to get your business and personal brand out there.

*E-Commerce: Selling Your Services or Products Online

May 28

Learn how to generate sales of your services, products or art work online. Experts will discuss current strategies and future trends to help you market and do business on-line.

***These workshops contain information relevant to both self-employed artists and entrepreneurs.**

Space is limited to 30 participants. Register early to ensure your participation! NO REFUNDS