STUDY PACKETS FOR ENTREPRENEURSHIP CERTIFICATE

I. Create Legal Forms for use specific to your own business:
   A. Performance Appraisals
   B. Record-Keeping Template for (possible) disciplinary action
   C. Interviewing Template
   D. Contracts for use with clients
   E. Contracts for use with suppliers
   F. Exit Interview Template
   G. Create company / Employee Handbook
II. Complete a Strategic Plan, including the Management Style / Philosophy best suited for your business.
   A. Forecast changes in order
   B. Conduct a SWOT Analysis and complete a written report thereof.
   C. Identify financial resources
   D. Explain Human Resources functions for your business
III. Develop an innovator's scorecard, business model canvas, and javelin board
IV. Demonstrate Promoting your Business:
   A. Determine Primary Target Market (PTM)
   B. Choose Promotion Media appropriate for the PTM of your business
   C. Deliver presentation appropriate for clients and potential clients
   D. Explain how your business is part of/will be part of the economic development of the city in which it is headquartered
V. Explain or demonstrate using QuickBooks to manage financial aspects specific to your own business
   A. Complete Financial section of Business Plan
   B. Explain or demonstrate IT functions most appropriate for your business
   C. Create Company / Employee Handbook (legal forms)
VI. Develop a prototype (using a 3D printer, for example)
   A. Can validate the prototype by use with potential customers
   B. Complete the process and apply for a patent