



## SOUTH PORTLAND CENTER

### Fall 2010 Class Schedule

#### **Credit Yourself: The Way to Financial Fitness sponsored by the KeyBank Foundation**

Wednesdays

September 8 and 15

9:00 a.m. – 12:00 p.m.

Feel stuck in the credit card trap? Learn how to read your credit report, understand your credit score, and gain control of your finances. Keep current with shifts in the credit card and lending industry with Credit Yourself: Your Way to Financial Fitness! This is one way to face your credit situation, create a plan, and set goals to improve your credit score. Before starting a business, get your credit house in order.

#### **Career Exploration**

Tuesdays

September 21 – October 19,

Follow-up Session: November 16

9:00 a.m. – 12:00 p.m.

Thinking of making a career change or looking to enter the workforce? In this 15 hour class you will review skills, interests, and experiences and relate them to career options, identify educational and training opportunities, and develop a step-by-step plan to achieve career goals. A follow-up session is scheduled to provide additional networking and support.

Pre-registration is required.

#### **Basics of Starting a Business**

Thursdays

October 14 - 28

10:00 a.m. – 1:00 p.m.

This 9 hour class covers the basics of a business plan, marketing, cash planning and is suitable for those thinking about or in the early start-up phase of a new business. It will help you assess the feasibility, desirability and viability of your business idea and get you started with your plan. Pre-registration is required and attendance at all sessions is highly encouraged. There is no fee for attending. The Basics curriculum was developed in partnership with the Women's Business Center at CEI.

#### **Financing Your Future**

Tuesdays

November 2 – 30

Follow-up session: December 14

5:00 – 8:00 pm

This 15 hour class can help you gain the skills and confidence you need to stretch your money, pay your bills, reduce your debt, find money for savings, and set personal financial goals. At the end of the class you will have a plan in place to achieve greater financial stability. A follow-up session is scheduled to provide additional networking and support. Successful completion of this class meets one of the requirements for the Family Development Account (FDA) matched savings program.

#### **New Ventures™**

Wednesdays

Application Due: December 10

Orientation: December 15, 9:00 a.m.-12:00 p.m.

Class: January 5 – March 30, 2011 (one snow date included)

9 a.m. - 3 p.m.

Application and Orientation required

New Ventures™ is a 60 hour course in business planning. The following topics are covered in depth: your customer, competition, marketing, recordkeeping, taxes, financing, legal aspects, and more. At the end of the class, you will have a completed business plan. There are also 3 monthly follow-up networking sessions at the completion of the class. Class size is limited to 15. You must complete an application, come to the orientation, have an individual interview, and be accepted into the class.

Note: If you are a matriculated student, this course qualifies for 3 credits from the University of Maine at Augusta upon approval of your completed business plan and payment of a small processing fee. This training is also pre-approved for unemployment insurance recipients.

**ALL SERVICES ARE AT NO COST TO PARTICIPANTS**

*(unless otherwise noted)*

**Pre-registration is required**

**Carolyn May, Regional Manager**

**Gigi Guyton, Micro-Enterprise Coordinator**

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**www.womenworkandcommunity.org**