

isis

Business Development Services Newsletter

Information, Training, Events

Stay informed about business training, events and helpful business development information through our monthly newsletter. We will send follow up emails with reminders about upcoming training and events, which you can check on our website: www.isisns.ca/business.

Workshops and Training

Click on the titles below for more information

Introduction to Entrepreneurship Free!

Saturday, January 21, 9:00 - 11:30am

This workshop will help aspiring entrepreneurs understand the process of entrepreneurship, its benefits and challenges.

What You Need to Know to Complete Your Business Taxes Free!

presented by Christopher Sullivan CA, CPA, of Ernst & Young

Wednesday, January 18, 6:00 - 9:00pm

- What are business expenses?
- Travel in relation to business and how to claim deductions and write offs
- Payroll taxes
- Filling out statement of business activities if sole proprietor
- Paying yourself and the tax implications

Business Tip of the Month

Long-range planning works best in the short term. – Doug Evelyn

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Please Note: Event Registration Policy

ISIS provides workshops to our clients for a small fee or for free. When ISIS organizes an event we pay for things like refreshments, speakers, printing, staff, etc. We are sure you can appreciate the work that goes into planning and budgeting for events.

To ensure we can provide events in the future:

- You **must** register for all events you wish to attend. Those who show up for an event but are not registered **will not** be permitted to attend the event.
- If you register but cannot attend, please let us know 2 hours before the event.
- If you register but do not pay on time (if the event is not free), you may be charged an additional *late payment fee*.
- Events will start **on time**, please arrive ten minutes early, you may not be able to access the event once it has started

If you have any questions or concerns regarding this policy, please contact:

Mario DeMello mdemello@isisns.ca

Manager, Business Development Services

Business Skills Development Training

Sessions are every **Thursday** evening from 6:00 - 9:00 pm

This series of workshops starts every 12 weeks, the next series begins **January 12, 2012**.

These workshops will give you the information and skills you need to start your business in Nova Scotia.

Cost: only \$120 for 12 weeks. A certificate of completion is given to those who attend all classes.

Topics covered are as listed below:

1. Introduction to Business in Nova Scotia

Learn the requirements to open a business

(1 session)

Thursday, 6:00pm - 9:00pm

- Business Structures
- Business Registration
- Licenses and Permits
- Financing for Small Business

3. Business Knowledge by Community

Professionals

*The rules and regulations of starting a business
In Nova Scotia*

(5 sessions)

Thursday, 6:00pm - 9:00pm

- Legal Structures (forms of business)
- Nova Scotia Taxes for Small Business
- Credit Score and Financing for Small Business
- Employment & Labor Laws in Nova Scotia
- Marketing and more

2. Evaluating your Business Idea

Thursday, 6:00pm - 9:00pm

Is there a market for your business idea?

- Entrepreneurship
- Idea Assessment
- Business Culture in Nova Scotia
- Market Research – finding your customers
- Business Trends

4. Business Plan Development

*Write your business plan in 5 weeks in this step-by-step
workshop. Your Business Development Training will
assist you through each stage of the business plan:*

(5 sessions)

Thursday, 6:00pm - 9:00pm

- Description of your proposed business
- Market analysis (Customers & competitors)
- Business operations and financial analysis
(Start-up costs)

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International Day at Halifax Seaport Farmers' Market!

Every Friday from 10 am – 6 pm

The Halifax Seaport Farmer's Market is located next to Pier 21 on the waterfront, and provides an exciting opportunity for you to promote and sell your products. It is also an excellent way to shop for fresh foods or unique items.

Communication for Business

Other workshops to grow your business skills

Basic Writing Skills Online

Basic Writing Skills Online is an eight week introduction to workplace writing. It focuses on grammar, punctuation and spelling and how to write clearly. Learners are able to express their opinions, discuss their ideas, share their experiences, and state facts about workplace situations in well structured paragraphs. Email writing format and etiquette are also introduced.

English in the Workplace

English in the Workplace training is customized to the needs of self-employed immigrants. Before you begin, an instructor meets with you at your business to assess your language learning needs. Lessons are 90 minutes, twice a week, for 10-13 weeks.

In this program, you can learn:

- customer service language
- communicating with co-workers and supervisors
- telephoning and teleconferencing skills
- listening skills
- pronunciation
- presentation skills

- the language of meetings
- email, letter and report writing
- more about Canadian workplace culture

[Watch the English in the Workplace Video](#)

English for Work and Business

This intensive program is for immigrants who already have some English language skills and want job related language training to help them find a job that fits with their skills and experience, or immigrants who want to start a business. The program is 15 hours a week for 12 weeks.

Online Learning

For information on our online business course *Introduction to Business in Nova Scotia* please visit www.isisns.ca/business-online

How to Register for Events

Event information is provided on our web site at www.isisns.ca/business

To view detailed information about a specific event, click on the event's title.

Some events have registration forms which must be completed to participate in the event. For those events that do not have a registration form, contact Business Development Services at business@isisns.ca

Please provide the following information: First and Last Name, Telephone, Email, and the name of the event that you want to register for.

ISIS is a scent-free workplace. Please refrain from wearing scented products.