

Scheduling Business Seminar

In order to schedule Business Seminar you should:

- Know how many groups your business committee will be running a seminar for
 - Vocational Group— guaranteed audience
 - Community group and/or secondary student group—you will need your team leader to coordinate this group(s) with your In-Country Coordinator (ICC)
 - If your ICC can coordinate both great, but we for sure want one other audience in addition to the vocational group for business seminar
- Find out what days, how many days, and what time of day you can run business seminar
 - You should tell your Team Leader, so they can rely to your ICC what you would like to happen and let them tell you if it won't work. We would recommend you initially ask for a 4 day seminar. If 4 days is not possible ask for a 3 day seminar, and so on so forth.
 - From Youthlinc's experience you will get a better response if you can hold business seminar in the afternoons. It will be easier for community members and/or secondary students to come in the afternoon rather than morning.
- Your team leader will make sure that your seminar is placed on the master day to day schedule for the team.
 - Team leaders will need to know who is teaching what lesson topics to make sure they don't double book people between seminar lessons to the vocational group and other business seminar group(s). Please refer to the Business Manual for a list of lessons that should be assigned by the Mentor to the committee members.
 - A suggestion would be to always do your vocational group lessons in the morning and the other business seminar group(s) in the afternoon.

Vocational Group Business Seminar Schedule- start business seminar on 2nd or 3rd work day		
	Lesson Topic	Duration
Day 1	Product, Price, Profit lessons	1+ hours
Day 2	Promotion	1+ hours
Day 3	Place	1+ hours

*Please note that the Business Seminar at Vocational does NOT include the "Introductory Lesson" or the "Sell Day" because the vocational committee will run the introductory part before Business Seminar begins and instead of "Sell Day" the vocational committee will hold a boutique sale.

4 Day Business Seminar Schedule (half day, morning or afternoon)		
	Lesson Topic	Duration
Day 1	Intro Lesson	2 hours
Day 2	Product, Price, Profit lessons	2 hours
Day 3	Promotion and Place lessons	3 hours
Day 4	Sell Day	2+ hours

3 Day Business Seminar Schedule (half day, morning or afternoon)		
	Lesson Topic	Duration
Day 1	Intro, Product, Price, Profit lessons	3+ hours Cut intro lesson down
Day 2	Promotion and Place lessons	3 hours
Day 3	Sell Day	2+ hours

2 Day Business Seminar Schedule (half day, morning or afternoon)		
	Lesson Topic	Duration
Day 1	Intro, product, price, profit, place lessons	4+ hours
Day 2	Promotion and Sell Day	4+ hours