

Converting Layoffs into Minnesota Businesses (CLIMB) check list

Hello,

Welcome to Converting Layoffs into Minnesota Businesses (CLIMB) Activity as part of the Dislocated Worker (DW) program! We hope your venture into starting your own business is successful, and we want to help guide your journey while engaged in the CLIMB activity. The first five boxes must be completed by the participant, and placed in the participant file before the CLIMB activities can be marked in Work Force One by their assigned counselor.

This checklist is a tool for both you and your DW counselor to measure your progress in starting a small business.

- I am enrolled in the Dislocated Worker program.**
- I have talked about my employment/self-employment goals with my DW counselor.**
- I have completed the “How Ready Am I to Start a Business” a self-assessment tool and given it to my counselor.**
- I have watched the “Encore Entrepreneur: An Introduction to Starting Your own Business” online training class from the US Small Business Administration (<http://www.sba.gov/training>) and given my certificate of completion to my counselor.**

IMPORTANT: The Encore Entrepreneur training link is currently unavailable and being waived for participants until further notice. Counselors are required to case note this waiver in participants’ records. Additional and/or similar resources may be provided but not required.

- I have watched the “How to Write a Business Plan” online training class from the US Small Business Administration (<http://www.sba.gov/training>) and given my certificate of completion to my counselor.**
- I have signed my Individual Employment Plan (IEP) with my counselor with self-employment as my goal.
- I have signed up with a business consultant, (SCORE, Women Venture, SBA, etc.), and I am receiving guidance on how to set up my business.
- I have heard from Unemployment Insurance about how to fill out the paper form to request my weekly benefits.
- I have reviewed the business information on DEEDs’ website at: <https://mn.gov/deed/business/starting-business/>

- I have looked at the material in “A Guide to Start a Business in Minnesota.”
<https://www.leg.state.mn.us/docs/2017/other/171262.pdf>
- I have talked with my DW counselor about where I may have skills gaps, what trainings I may need to operate my business, and what resources I am finding to help move my business forward.
- While I am enrolled in the Dislocated Worker Program, I will communicate with my counselor at least once every 30 days.
- I am attending trainings that my DW counselor and I identified would benefit me as a small business owner and address my skills gaps.
- I have completed and given my DW counselor a copy of my business strategy form.
- I have completed and given my DW counselor a copy of my initial business plan.
- I have completed or am in the process of completing my business progress report and have given to my DW counselor.
- I have completed the Interview Assignment, and shared what I learned with my DW Counselor.
- I have talked with my counselor about what “success” or “sustainability” means in relation to life after the Dislocated Worker program.
- SUCCESS! I am ready to exit CLIMB and Dislocated Worker as a small business owner!