

Toolkit Document Description

Converting Layoffs Into Minnesota Businesses (CLIMB)

TOOL NAME	DESCRIPTION	NOTES
1. Self-Assessment: How Ready Am I to Start A Business?	This tool will help potential CLIMB participant determine their readiness for owning a business along with three qualities – self-image, commitment level, and skills and experience.	Required to enroll in CLIMB
2. Lean Business Plan Template	A lean business plan is a concise document, typically one to five pages long, that outlines the essential elements of a business. It includes business identity, problem to solve, solution to problem, target market, competition, revenue streams, marketing activities, expenses, team and key roles, and milestones.	Required to enroll in CLIMB
3. Business Assistance Registration – Sign Up	Obtaining assistance from a reputable business development organization is a required step for enrollment. This form can be completed and signed by a representative of the assisting organization, the participant, or the counselor. Proof of registration could include email, meeting notes, case notes and, as a last resort, self-attestation.	Required to enroll in CLIMB
4. CLIMB Checklist	A tool for both the participant and program counselor to measure progress in starting or growing their business. The first 5 boxes must be completed by the participant, and placed in the participant file before CLIMB activities can be opened in Work Force One (WF1). Any completed documents should be placed in the participant's file and the counselor should case note the dates of completion.	Resource for Participant
5. Business Training Topics	A list of business training ideas to help guide participants or generate additional topic ideas. Training for CLIMB does not have to be listed on the Eligible Training Provider List (ETPL). Funding for training and supportive services is limited to State DW program funds.	Resource for Counselor
6. Business Strategy Form	A resource to help participants create a framework for developing their business plan. If completed, we recommend that the counselor review and keep a copy in the participant's file.	Resource for Participant
7. CLIMB Desk Reference & Resources	A resource for counselors with a list of allowable Dislocated Worker (DW) program activities and business development resources to assist CLIMB participants.	Resource for Counselor
8. SAMPLE – Lean Business Plan	A guidance for completing the lean business plan (see more information above).	Resource
9. SAMPLE – Individual Employment Plan (IEP) for CLIMB Participant	This document provides guidance in developing an Individual Employment Plan (IEP) for CLIMB participants. It must articulate the participant's goal of launching or growing a business. This document may have a different name at the local level but must contain the required sections listed in the IEP policy. An IEP is a living document. It must be updated on an on-going basis as a participant's needs, goals, or information changes.	Resource for Counselor
10. Small Business Development Centers (SBDC) – Network	A list of SBDC locations across the State of Minnesota. Counselors are encouraged to identify and keep a list of similar resources in their areas to share with CLIMB participants.	Resource