

ONTARIO OFFICE WORKS Inc.

(905) 734-1483 (800) 728-4920

SELF EMPLOYMENT

May 1, 1997

NOTICE OF WORKSHOPS

We are going to hold a series of workshops on four subjects during the upcoming months, right into the Fall. AuGanne Inc., another Delivery Agent in Welland, and Ontario Office Works Inc., are inviting SEB (formerly SEA) clients to attend any or all sessions.

May and June will see workshops in Welland but we will be holding the same workshops in Dunnville, at the Lundy Complex. The Dunnville dates and times will be announced later.

Location

700 East Main Street
Welland, Ontario
the side entrance which is on
Schofield Avenue

Time

9:00 AM to 12: 00 PM

Date & Subject

May 6, 1997 *Survival Guide to Administration* - Ontario Office Works Inc. will conduct a workshop on the basics of business administration, taking you step by step through the process.

May 7, 1997 *Organizing Your Workspace* - Lise Gagne of AuGanne Inc. will address the problems of working in a limited space.

May 13, 1997 *Time Management* - Ontario Office Works Inc. will discuss this subject in detail with opportunity for audience participation. After people have been in business for awhile this becomes a big issue.

May 14, 1997 *Marketing* - Lise Gagne of AuGanne Inc. will give you a reference book and take you through the basics of how to market your business.

June 3, 1997 *Survival Guide to Administration*

June 4, 1997 *Organizing Your Workspace*

June 10, 1997 *Time Management*

June 11, 1997 *Marketing*

Please let us know as soon as possible (at least 3 days advance) if you will be attending a session. First Come First Served.

Seating is limited.

Those of you who have already been through the *Survival Guide* one-on-one, will also benefit from a group environment. Please bring your books!

The sessions are designed to be fit into your busy schedule. Try to get to one a month. Please remember that people from Dunnville, Port Colborne & Welland may attend sessions at either location.

Spend a pleasant morning with us!

A NEW WOMAN'S GROUP IS FORMING!

The enclosed flyer tells of the very first meeting of a new woman's group. This is an opportunity to be in on the ground floor of a new group!

The group is forming for the sole purpose of networking! - Women from all types of backgrounds getting together for the purpose of finding out about each other.

SMALL BUSINESS CLUB NIAGARA

The Club meetings, which are held on the 3rd Wednesday of every month, are very well attended.

If you are not receiving their newsletter, please let me know and I can give you a form to sign.

The office for the Small Business Club has moved to larger premises:

3550 Schmon Parkway
Royal Bank Building
Unit 6B

Near Brock University and the Embassy Suites.

A resource library will be established and will be open to club participants.

The Self Employment Benefit Program

Not SEA anymore but SEB! The program is now "continuous intake". No longer a "Pilot Project", more people are eligible for the program than ever before!

The total number of participants has risen from 17 the first year we operated the program, to our current 37 participants.

Since many first & second year participants continue to attend our sessions, the

opportunities for networking continue to grow.

ANOTHER OFFICE FOR ONTARIO OFFICE WORKS INC.

205 Forest Street East
2 nd Floor
Dunnville
(the Old Lundy complex)

We will be able to offer you superior service from this location. As with our other two locations, we are at the office by appointment only.

PLEASE CONTRIBUTE

Send in your story! Or
send in your questions.



BIRTH ANNOUNCEMENT

Brenda and Brad Bates of Beaglemania in Port Colborne had a baby girl!

Congratulations Brenda & Brad!