



# SELF EMPLOYMENT NEWS

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Winter

2003

Ontario Office Works Inc. has seen several dramatic changes in the last year. In July we became the service provider for the self employment component of the Niagara Opportunities Fund. This program works with persons with disabilities and is a federal initiative.

In October, we welcomed an influx of clients from a former Program Coordinator. This increased our client base by over 30%. This is great news for all of you reading this article. Your networking opportunities have just increased by over 30%. Our recent workshops have been at capacity.

This also meant that we embraced the French services component of the SEB program. Neither Paul nor Donna speak French. We were fortunate to gain the expertise of Francine Legault, fully bilingual and an experienced self employment coach and facilitator. Francine brings with her a knowledge of community and government programs. Her ability to assist you in networking to find new business is very valuable.

We are pleased to announce that Michelle Beauchamp will be joining us in March in the position of Office Administrator. Michelle is fully bilingual.

## March 1, 2003 we are moving the Welland office to:

247 East Main, 1st floor  
(Atlas & Civic Credit Union Building),  
Welland

There are 4 entrances to our new office, 2 off of East Main St., 1 off of Burger St. and 1 off of Division St.

### **Parking:**

*There is a large parking lot. When visiting us for a short appointment park anywhere. As a courtesy to customers of both the Credit Union and the building, when you are coming for a seminar, please park at the south end of the parking lot.*

## Our Dunnville office remains at:

Readers Café  
144 Queen St.  
2<sup>nd</sup> Floor  
Dunnville, Ontario

**Still by appointment only**

*The parking in Dunnville is great! There is a large lot on Highway #3 in the back of the building.*

See the maps

## W o r k s h o p s

## A Few Changes

**W** We have been coordinating self  
**O** employment programs for eight years. There  
**R** are certain trends which can now be easily  
**K** identified. The more workshops you attend,  
**S** the more successful you will be! If your  
**H** business starts off like a rocket and you push  
**O** yourself to attend seminars, you will pick up  
**P** tips which can immediately help your  
**S** business. If your business starts slow and you  
feel depressed, the workshops pick up your  
spirits and you can make the next step.  
Potential clients can detect when you are  
desperate for work but if you can approach  
them with a perky pitch you are more likely to  
get a contract.

Most workshops are only two hours in length.  
They are staggered throughout the week and  
they are scattered over mornings, afternoons  
and evenings in order to accommodate your  
busy life style.

Because our Self Employment Benefit  
Program has grown so large, we are now offering  
weekly workshops at our new Welland location:

**Tuesday afternoons @ 2:00 P.M.** - For people  
interested in Self Employment, we are holding a  
group information session.

**Wednesday mornings @ 9:30 A.M.** - Business  
planning for applicants.

**Wednesday afternoons once per month** (see the  
schedule) - various aspects of administration

### What is Dolly doing?

Dolly will be doing more bookkeeping and software  
training.

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