



**BUSINESS SUCCESS STARTS WITH ACCESS**

## **Volunteer Role : Business Workshop Facilitator**

### **About ACCESS Business Lab**

Our **ACCESS Business Lab** is a free online workshop series for early-stage entrepreneurs who want to develop their business ideas and plans with the goal of launching and growing their businesses. The workshop series equips aspiring entrepreneurs with the skills, knowledge and coaching support they need to launch and run profitable businesses. Upon completion of the programs, eligible participants have the opportunity to participate in our Business Marketplace to leverage online and local markets to generate sales.

### **The Business Workshop Facilitator Role**

The volunteer **Business Workshop Facilitator** role is to develop and present specialized content related to small business topics such as business ideation, market research, sales, financials and cash flow, bookkeeping etc. Topics are geared to early-stage and aspiring entrepreneurs who often have limited to no business training. Responsibilities include preparing relevant content and delivering it to a group of participants in a **two-and-a-half-hour** workshop that is educational and engaging.

ACCESS provides volunteer Business Workshop Facilitators with support and input on the business training topics that would be relevant to the needs of our clients. We, however, welcome the expertise of each volunteer to develop and design individual training sessions within the set guidelines.

### **Related Skills & Experience:**

- Experience as an entrepreneur, small business owner/advisor or working in a business or related environment
- Experience delivering/facilitating workshops and presentations/webinars that are informative, educational and engaging, especially those related to business.
- Strong verbal and written communication, interpersonal & networking skills.
- Excellent public speaking and presentation skills.
- Experience working with underserved and diverse cultural and socio-economic groups.
- A second language is an asset.

### **Time Commitment:**

- A minimum 6 months commitment is required.
- Relevant training and orientation provided to volunteers.
- Business Workshop Facilitators can expect to participate in two or more presentations per year.