

LA-BOOST
Program Details

I. “Starting a Business”

The first phase (six month period) of the LA-BOOST Program will focus on what it takes to successfully start and run a business from the ground up. It will be comprised of the following components:

A. Boot camp #1

The first period of the program will be kicked off by a boot camp that will cover all of the training topics of the next five training workshops in capsule form. The main overriding focus of the first boot camp will be how to start a business. The duration of the boot camp will be 1 and ½ days. Day 1 will last 6 hours, starting at 8:30 AM and running until 3 PM with a lunch break 12:30 – 1:30 PM. Day 2 will last 3.5 hrs, starting at 8:30 AM and running until 12 PM. Information gained during the application process will be used to tailor the topics covered so that they will have the most benefit for program attendees.

The development of the boot camp will serve as a blueprint for the next five workshops. A manual and necessary material will be produced and distributed to all participants. A series of preparatory task assignments will be given to participants and it is expected that these will be completed prior to the day of the boot camp. As with all other program sessions, attendance is mandatory for all program participants and roll will be taken. It is anticipated that the boot camp will entail the use of two members of the GCAP staff and one member of the CDC.

B. Workshops

There will be five training workshops for each phase of the program, and topics will be based upon the initial topics utilized at the boot camp.

GCAP will prepare a preliminary course outline for review and approval by the CDC and L.A. Southwest project manager before developing the curriculum. A curriculum and course content will be developed based upon and expanding on the initial boot camp topics. Some of the topics may include how to write a business plan, manage legal issues, accounting, management issues, and using technology.

These workshops will be approximately one hour long and be held either in the evening on a week night or Saturday mornings. Workshop schedules will be developed early to allow time for adequate planning by all participants.

Participants will be required to complete preparatory tasks before the workshops and will also be given tasks to do at the completion of the workshop. To obtain relevant feedback concerning the workshops, attendees will be required to complete an evaluation questionnaire to rate the class and instructor.

C. Round Table Meetings

During each phase, all program participants will participate in a 90 minute long round table meeting every month for five months, starting in the month after the boot camp is completed. The purpose of these meetings is to encourage input and open discussion between program participants to share and create a community of practice from the outcomes of the workshops and mentoring. The meetings will take place on Saturday mornings or an evening during the week. As with all other program functions attendance is mandatory and roll will be taken.

D. One-on-One Consulting

All program participants will be given two hours of mentoring and consulting per month. The focus of this time will be to set and make progress towards both long term and short term goals. This will be milestone driven and reports on the progress of each participant will be documented in a monthly report.

II. "Growing Your Business"

The second phase (six month period) of the LA-BOOST Program will focus on what it takes to successfully grow a business. It will be comprised of the following components:

A. Boot camp #2

The second phase of the program will be kicked off by a boot camp that will cover all of the training topics of the next five training workshops in capsule form. The main focus of the second boot camp will be how to successfully grow your business. The duration of the boot camp will be 1 and ½ days. Day 1 will last 6 hours, starting at 8:30 AM and running until 3 PM with a lunch break 12:30 – 1:30 PM. Day 2 will last 3.5 hrs, starting at 8:30 AM and running until 12 PM.

The development of the boot camp will serve as a blueprint for the next five workshops. A manual and necessary material will be produced and distributed to all participants. A series of preparatory task assignments will be given to participants and it is expected that these will be completed prior to the day of the boot camp. As with all other program sessions, attendance is mandatory for all program participants and roll will be taken. It is anticipated that the boot camp will entail the use of two members of the GCAP staff and one member each of both the CDC and L.A. Southwest.

B. Workshops – 1 hr. workshops

There will be five training workshops for the second phase of the program, and topics will be based upon the initial topics utilized at the boot camp.

As with the first phase workshops, GCAP will prepare a preliminary course outline for review and approval by the CDC Project Manager before developing the curriculum. A curriculum and course content will be developed based upon and expanding upon the initial boot camp topics. Some of the topics for the second boot camp may

include business development, cash flow and financing, sales and marketing, hiring/firing, and customer service.

As with the first phase, these workshops will be one hour long and be held in the evening on a week night or Saturday mornings. An effort will be made to schedule workshops when the majority of participants will be available; however, attendance at these workshops is mandatory.

Participants will be required to complete preparatory tasks before the workshops and will also be given tasks to do at the completion of the workshop. As with the first period classes, attendees will be required to complete a workshop evaluation form that GCAP will summarize and submit within the monthly report.

C. Round Table Meeting

As with the first period, program participants will be required to attend five 90 minute round table meetings that will be held every month, starting in the month after the boot camp is completed. The purpose of these meetings is to encourage input and open discussion between program participants concerning what they have been working on in the ongoing workshops and mentoring. As with all other program events, attendance at these meetings is mandatory.

D. One-on-One Consulting

As with the first period, all program participants will be given two hours of mentoring and consulting per month. The focus of this time will be to continue to make progress towards initially set goals. As with the previous consulting, progress of each participant will be documented in a monthly report.