



Cotswold Craft Apprenticeship Scheme: Enterprise Scheme

Sample Agenda Session One

Time	Aim	Activity	Resources
1.30	Introduce people Introduce purpose of programme	Informal introductions 15% self-employment in UK. Discussion about who you know and reasons. Crafts and opportunities for employment? Decide on means of contact – email addresses etc.	Order drinks from café Wifi set-up
2.00	Introduce programme	Go through programme Answer questions	CCAS Enterprise Programme
2.30	Develop awareness of the business environment	Read pages 8-15 of text book. Complete the exercise sheet together discussing the factors in relation to saddler businesses. Use internet to find sources of information.	Text book PEST exercise sheet.
3.15	Evaluate sources of information about starting a business	Brainstorm list of sources Complete exercise sheet on sources of information	Paper and pens Exercise sheets.
3.45	Action planning	Outline activities to be completed. Discuss email support.	