

# 16 week Training & Mentoring program 2023

## OVERVIEW

Through this program, Guam Unique Merchandise & Arts hopes to assist small business entrepreneurs realize their true potential as business owners. Participants will learn about the fundamentals of running a business, business planning, financial planning, and marketing from other experienced small business owners and business professionals! By the end of this program, graduates should have complete and functioning business, financial, and marketing plans, as well as a working knowledge of the world of business in Guam.

## ORIENTATION | JANUARY 28, 2023

### PROGRAM INTRODUCTION

The program orientation was created to introduce perspective participants to the key topics, instructors, and staff they may be working with over the next sixteen weeks. Attendees will also have the opportunity to hear what previous graduates have to say and what they learned from this program.

### PROGRAM SCHEDULE

8:30AM	Registration
9:15AM	Opening Statements
9:30AM	Program Overview
9:45AM	Testimonials
10:00AM	Coffee Break
10:15AM	Training & Mentoring
10:45AM	Testimonials
11:00AM	Incubator Program
11:15AM	Q&A / Handouts

## CONTACT GUMA

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Website



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FaceBook



[GUMAGuamGallery](https://www.facebook.com/GUMAGuamGallery)

## TRAINING CALENDAR

<b>ORIENTATION</b>	INTRO TO TRAINING & MENTORING (16-WEEK) PROGRAM	1/28/23
WEEK 1	BUSINESS AWARENESS	2/11/23
WEEK 2	GEARING UP YOUR RESOURCES	2/18/23
WEEK 3	THE BUSINESS STARTUP PROCESS & RESOURCES	2/25/23
WEEK 4	INTRODUCTION TO (SBDC) & MICRO CREDIT	3/4/23
WEEK 5	IS SMALL BUSINESS FOR YOU?	3/11/23
WEEK 6	PERSONAL & PROFESSIONAL EVALUATION IN BUSINESS	3/18/23
WEEK 7	HOW TO START A BUSINESS	3/25/23
WEEK 8	HOW TO WRITE A BUSINESS PLAN (PART 1)	4/1/23
WEEK 9	HOW TO WRITE A BUSINESS PLAN (PART 2)	4/8/23
NO CLASS	EASTER WEEKEND; CLASS ASSIGNMENT	4/15/23
WEEK 11	HOW TO WRITE A BUSINESS PLAN (PART 3)	4/22/23
WEEK 12	HOW TO WRITE A BUSINESS PLAN (PART 4)	4/29/23
NO CLASS	MOTHERS' DAY WEEKEND; CLASS ASSIGNMENT	5/6/23
WEEK 14	PUTTING IT ALL TOGETHER (PART 1)	5/13/23
WEEK 15	PUTTING IT ALL TOGETHER (PART 2)	5/20/23
NO CLASS	MEMORIAL DAY WEEKEND; PREPARE FOR PRESENTATIONS	5/27/23
<b>GRADUATION</b>	PARTICIPANT PRESENTATION OF BUSINESS PLAN	6/3/23

## PROGRAM RULES & REGULATIONS

1. Be kind to your peers! Be respectful of their ideas and passion.
2. Attendance is mandatory to receive the Certificate of Completion. One unexcused absence is allowed and one additional absence can be permitted for a valid reason. However, missed classes can be made up in the following cohort to obtain the Certificate of Completion.
3. Attendance by proxy is allowable. All proxies must be listed on participant's application to the program.
4. In order to receive a Certificate of Completion, participants must also submit their completed business plans to GUMA & SBDC.
5. Final class presentation of business plan/product/service is required by all participants.
6. Completion of the Training & Mentoring (16-Week) Program does not guarantee GUMA Incubator Participation and Grant Award. All GUMA Grants are subject to funding availability and Board Approval.