

CONTENTS

INTRODUCTION / P. 1

Background / p. 2

Development and Organization of the Manual / p. 4

National Content Standards for Entrepreneurship Education (NCSEE)
Addressed in the Manual / p. 6

MODULE 1: ENTREPRENEURSHIP SKILLS INTRODUCTIONS / P. 9

Lesson 1. A Look to the Future as an Entrepreneur / p. 11

Lesson 2. Spaghetti and Marshmallows / p. 15

Lesson 3. Entrepreneurial Readiness Inventory (ERI) / p. 17

Lesson 4. Blindfolded Obstacle Course / p. 19

Lesson 5. Learning Styles / p. 21

Lesson 6. StrengthsQuest / p. 31

Lesson 7. My Entrepreneurial Profile / p. 41

Lesson 8. So Many Choices / p. 47

Lesson 9. How Do I Know If I Am the Type of Person to Be An Entrepreneur? / p. 51

Lesson 10. Working as a Creative Team / p. 55

Lesson 11. My Personal Affirmation Calendar / p. 57

Lesson 12. Decision-Making Skills / p. 59

Lesson 13. Personal Management / p. 71

Lesson 14. So You Want to Own Your Own Business / p. 75

Lesson 15. Assess the Risk / p. 79

Lesson 16. Time Management / p. 83

Lesson 17. Go for the Goal / p. 91

Lesson 18. Give It a Try / p. 97

Lesson 19. Goal-Setting Star / p. 101

Lesson 20. Are You an Entrepreneur? Let's See! / p. 113

Lesson 21. Entrepreneurs are Able to Be Independent! What Characteristics are
Needed? / p. 117

Lesson 22. Career Assessment Inventory (CAI) / p. 121

Lesson 23. Designing a Good Exit Strategy For Your Business / p. 125

MODULE 2: READY SKILLS / P. 129

Lesson 1. Small Business Exploration / p. 131

Lesson 2. What is Self-Advocacy? / p. 135

Lesson 3. How Do You Get What You Need? / p. 139

Lesson 4. The Many Worlds I Travel In / p. 145

Lesson 5. What Does It Look Like? / p. 147

Lesson 6. Checklist for My Assertiveness Behavior Quotient / p. 153

Lesson 7. Budgeting for College / p. 159

Lesson 8. Get the Experience You Need to be an Entrepreneur / p. 165

Lesson 9. Owned and Operated By ME! / p. 169

Lesson 10. Owning My Own Business!Pros and Cons / p. 173

Lesson 11. Career Planning / p. 177

Lesson 12. The Skills Circle / p. 181

Lesson 13. Winning Resumes / p. 187

Lesson 14. Dealing with Ethical Dilemmas: Wrestling with Decisions / p. 199

Lesson 15. Becoming a Social Entrepreneur / p. 203

Lesson 16. The Power of Non-Verbal Communication / p. 211

Lesson 17. Reflections / p. 215

Lesson 18. The Communication Challenge / p. 221

Lesson 19. Telephone Line / p. 223

Lesson 20. Essential Writing Skills for Entrepreneurs / p. 227

Lesson 21. Cover Letter to Employer / p. 231

Lesson 22. Negotiating the Deal / p. 237

Lesson 23. Can You Follow Directions? / p. 241

Lesson 24. The Management Team: Your Own Creation / p. 245

MODULE 3: BUSINESS FUNCTIONS / P. 251

- Lesson 1. Portraying My Business / p. 253
- Lesson 2. My Native American Clothing Line / p. 257
- Lesson 3. Acquiring the Right Resources / p. 261
- Lesson 4. Gadgets Galore / p. 263
- Lesson 5. The Competitive Advantage / p. 271
- Lesson 6. Your Marketing Plan / p. 275
- Lesson 7. Controlling the Flow of Your Business / p. 281
- Lesson 8. Kaffiend's Korner / p. 289
- Lesson 9. A Flair for Working with Others in Your Small Business / p. 293
- Lesson 10. It's December and I am Overwhelmed! / p. 299
- Lesson 11. What Shape Are You In? / p. 303
- Lesson 12. First Encounter / p. 305
- Lesson 13. Follow the Money / p. 307
- Lesson 14. What Can A Good Performance Review Process Do For Your Business? / p. 311

APPENDIX / P. 315

- How to Utilize the Appendix / p. 317
- Appendix A: National Content Standards for Entrepreneurial Education / p. 319
- Appendix B: Planning and Marketing / p. 331
- Appendix C: Sample Student Application Packet / p. 335
- Appendix D: Developing Your Camp: Helpful Forms and Letters / p. 345
- Appendix E: Additional Resources / p. 349