

Introduction to IWORK4ME services

IWORK4ME is a registered Scottish charity which provides a unique, free service to autistic adults who wish to consider turning a skill, hobby or interest into a small business or microenterprise.

We invite you to read this document and, if you feel our service may be of help to you, please contact us to arrange an initial meeting. Meetings take place online via ZOOM which is extremely easy to use. If you have not used Zoom before, please let us know and we can help you.

What can I expect from my first meeting with IWORK4ME?

The first meeting will last around 30 minutes. You are most welcome to bring/have someone alongside you for support.

You will meet two people, Sue Hope and Bryce Potter both of whom are longstanding Business Mentors and both of whom are self-employed. You will find them friendly and encouraging in their approach. They will ask you to explain what your business idea is. Don't worry if you have not worked out all the fine details, there will be plenty of time and opportunity to do that in the future.

It can be a bit daunting if you're wondering how to start a business. There are a lot of decisions to be made. IWORK4ME will help you make these decisions and will provide you with helpful guidance and suggestions. We will assist you to focus on things in the right order and at a rate you find comfortable.

To help us make a start together, before our first meeting please consider and write down your responses to the following questions:

- Do you have a clear business idea? Yes/No
- Summarise it in writing
- Do you have more than one idea and need help exploring these options YES/NO
- Do you want to bring someone with you to the first meeting to help you e.g. partner, parent carer? YES/NO
- If so, please consider how can you contact them in advance and ask them to help/attend?
- Have you done any market research?
- Who would be your competitor? Write down their name and web address.

After the first meeting, you will be invited to a second meeting. This gives you time to go away and think about whether or not the IWORK4ME service will help you. The team asks you to respond to the invitation email and confirm or decline the offer.

If I accept the second meeting what happens next?

The IWORK4ME team will arrange a second meeting (in person/online.) The team use the second meeting to assess whether IWORK4ME's service is right for you. After this meeting you will hear from us by email with our assessment.

What if IWORK4ME *don't* consider their services are what I need?

After meeting 2, please be aware *we may* tell you that it is our opinion you are *not yet* ready for our help. In these circumstances we will make recommendations about what you might do to help your business plans. For example, we may suggest that you complete further training or that you choose what you want to specialise in. You will be encouraged to contact us again in the future.

What happens if IWORK4ME offer further meetings?

For those who are ready for our help, the team will start seeing you (by Zoom) on a regular basis, approximately every six weeks. Our subsequent meetings are tailored to your particular needs and will help in moving forward your idea and helping you to identify and prioritise tasks. Do not worry about this. The team is well versed in helping people take small, manageable steps towards their goal of setting up a small business or microenterprise.

Meetings will take place around every six weeks on a Wednesday, and they will last around 30 minutes. You will be sent notes from the meeting by email. Included in those notes will be a small number of agreed '**action points**'. These will be tasks you need to complete in advance of the next meeting to help you move forward your plans. These tasks will be manageable and not too onerous.

At the next meeting we will discuss with you what the outcome was of your action points. For example, we might ask you to do some research. Together, we would look at what that research had yielded. Your Business Mentor would then agree with you what the next steps would be.

You will be encouraged to celebrate the progress you have made. If progress proves elusive, don't worry, we will look together at how we might help the process along.

How many sessions does IWORK4ME offer?

The number of sessions is not limited. We offer support up to business launch and beyond. We understand how stressful the process can prove. Sometimes, people choose to take a break in their progress towards business launch. They are guaranteed that we will be happy to resume support as and when it is needed.

What does IWORK4ME expect from me?

We ask that you attend meetings that are fixed and that you come to the meetings having completed the action points from the previous meeting. The IWORK4ME team treats everyone as an individual and understands that, sometimes, things can get in the way of making progress. They will work with you in a supportive way to identify and overcome obstacles to your progress.

What happens if I have more than one idea for a business?

The team is highly skilled at helping clients decide which business idea is best for them. Rarely does it make sense to run two businesses concurrently. However, we might make suggestions of services or products that might complement those you originally thought of, that way helping you diversify and gradually expand your business at a rate you find comfortable.

I am worried about issues like tax and state benefits, how can IWORK4ME help?

The IWORK4ME team can signpost you to other agencies that can offer specific advice, if required.

For further information, please contact Sue Hope: sue@iwork4me.org.uk

PLEASE BE AWARE THAT IWORK4ME IS NOT ABLE TO OFFER FINANCIAL ASSISTANCE TO CLIENTS

We wish to inform potential clients that our service consistently operates at full capacity.

In view of this we operate a waiting list. There may be a delay in fixing an initial meeting.