



NATIONAL YOUTH DEVELOPMENT AGENCY

SELF EMPLOYMENT SERIES



WRITING A BUSINESS PLAN

A Guide

Make it happen!





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CONTACT, INFORMATION AND COUNSELLING






National Youth Development Agency (NYDA)'s Contact Information and Contact Counselling (CIC) programme enables access to economic participation by providing information and counselling support on career development, employment and entrepreneurship. This information is provided through Youth Advisory Centres (YACs), a Call Centre and an Internet Portal dedicated to youth.

PURPOSE

This guide is part of the National Youth Development Agency (NYDA): Youth Information Kit publications. The series was developed to provide young people with information on career development, employment, entrepreneurship, citizenship and health and wellbeing. The guide was compiled by the Development@Work/ LINK Consortium.

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THE NYDA YOUTH INFORMATION KIT ALSO CONTAINS THE FOLLOWING PUBLICATIONS:

INFORMATION CATEGORY	TITLES
<p>EMPLOYMENT</p> 	<p>Finding Work: A Guide for Young People You and the Workplace: A Guide for Young People Using Labour Market Information: A Guide for Young People Fact Sheet: Special Public Works Programmes Industry Profiles</p>
<p>SELF EMPLOYMENT</p> 	<p>From Idea to Opportunity: A Guide for Young People Getting Business Finance: A Guide for Young Entrepreneurs Starting Your Own Business: A Guide for Young Entrepreneurs Writing a Business Plan: A Guide for Young Entrepreneurs Starting a Co-operative: A Guide for Young People Networking Your Way To Business Success: A Guide for Young Entrepreneurs</p>
<p>EDUCATION AND TRAINING</p> 	<p>Career Planning and Development: A Guide for Young People Education and Training Options in South Africa: A Guide for Young People A Learners Guide to Higher and Distance Education Careers and Occupations Directory for Young People</p>
<p>CITIZENSHIP</p> 	<p>Establishing and Running Community Committees: Fact Sheet Types of Organisations Working In and With Communities: Fact Sheet How to Raise Funds: Fact Sheet Public Participation – Getting Involved in Decision-Making that will Affect Your Community: Fact Sheet What are My Rights and Responsibilities as a Volunteer?: Fact Sheet Why Should I Volunteer: Fact Sheet Making Use of Volunteers: Fact Sheet Is my Community Project Working? A Basic Guide to Evaluation Let's get Involved with Our Communities: A Guide Understanding my Community's Needs: A Guide Developing Life-Skills for Citizenship: A Guide You're A South African!: Get Active My Rights and Responsibilities as a South African Citizen What Does Democracy Mean for Me? The Nuts and Bolts of Volunteer Programmes and Policy Understanding Volunteering: A Guide for Young People</p>
<p>HEALTH AND WELLBEING</p> 	<p>Coping with Teenage Pregnancy: A Guide for Young People Dealing with HIV/ AIDS in the Workplace: A Guide for Young People Substance Abuse and Addiction: Fact Sheet Do I Have a Substance Abuse Problem?: Fact Sheet How Substance Abuse Affect Your Life: Fact Sheet Sexually Transmitted Infections: Fact Sheet Preventing HIV/ AIDS: Fact Sheet Voluntary Testing and Counselling: Fact Sheet Positive Living: Fact Sheet Healthy Eating: Fact Sheet The ABCs of Good Health: Fact Sheet Leisure and Fitness: Fact Sheet Safe Sex Revolution: A Guide For Young People</p>



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NOTES



The NYDA Information Kit also includes the following:

INFORMATION STREAM	TITLES
EMPLOYMENT	<ol style="list-style-type: none"> 1. Finding Work:A Guide for Young People 2. You and the Workplace:A Guide for Young People 3. Using Labour Market Information:A Guide for Young People 4. Fact Sheet: Special Public Works Programmes 5. Industry Profiles
ENTREPRENEURSHIP	<ol style="list-style-type: none"> 1. From Idea to Opportunity:A Guide for Young People 2. Getting Business Finance:A Guide for Young Entrepreneurs 3. Starting Your Own Business:A Guide for Young Entrepreneurs 4. Starting a Co-operative:A Guide for Young People 5. Networking Your Way To Business Success:A Guide for Young Entrepreneurs
EDUCATION AND TRAINING	<ol style="list-style-type: none"> 1. Career Planning and Development:A Guide for Young People 2. Education and Training Options in South Africa:A Guide for Young People 3. A Learner’s Guide to Higher and Distance Education 4. Careers and Occupations Directory for Young People
CITIZENSHIP	<ol style="list-style-type: none"> 1. Fact Sheet: Establishing and Running Community Committees 2. Fact Sheet: Types of Organisations Working In and With Communities 3. Fact Sheet: How to Raise Funds 4. Fact Sheet: Public Participation – Getting Involved in Decision-Making that will Affect Your Community 5. Fact Sheet: What are My Rights and Responsibilities as a Volunteer? 6. Fact Sheet: Why Should I Volunteer? 7. Fact Sheet: Making Use of Volunteers 8. Is My Community Project Working? A Basic Guide to Evaluation 9. Let’s Get Involved with Our Communities:A Guide 10. Understanding My Community’s Needs:A Guide 11. Developing Life- Skills for Citizenship:A Guide 12. Get Active! You’re A South African 13. My Rights and Responsibilities as a South African Citizen 14. What Does Democracy Mean for Me? 15. The Nuts and Bolts of Volunteer Programmes and Policy 16. Understanding Volunteering:A Guide for Young People



