PREPARATION FOR “16 KEYS” ACTIVITY

This activity is based on the information in CIS Self-Employment, which includes the Entrepreneurial Career Assessment Form. For the activity to be successful, the instructor needs to be familiar with this CIS component.

The CIS Self-Employment information contains the following cluster titles:
- Working for Yourself
- Is Self-Employment Right for You?
- Self-Employment Opportunities
- Deciding to Go into Business for Yourself
- Resources

Each of these clusters contains information files pertaining to various aspects of self-employment. You should be conversant with the content of each of these clusters before assigning any part of this activity. It is especially important to learn what appears under “Resources, Where to Go for Assistance.” Links to useful Internet sites can be found under these headings. (See sample screen below.)

The Search feature, as in other CIS components, may be a helpful feature for instructors as well as students.

To provide an overview of CIS Self-Employment, use overhead projection of CIS to introduce the file or use the overheads provided with this activity. Following this, show students how to access Self-Employment, and then let them explore (Step 1).

About the Entrepreneurial Career Assessment Form

You will also want to read the introductory note to the Entrepreneurial Career Assessment Form. You will find this in CIS at the beginning of the form; it is reprinted from the book Mind Your Own Business. The twenty statements focus on 16 characteristics common to entrepreneurs; these are the 16 “Keys” of the activity. Print out the Analysis, or have students print out their own, so that each student can refer to the characteristics as they receive the assignment to do the interview and the report.