

Statewide Micro-Enterprise Credential Resource Index

(Updated: June 16, 2017)

Resource Family	Resource	Resource Name
21 Implementing the Statewide Micro- Enterprise Credential	21-01	Statewide Micro-Enterprise Credential Resource Index
	21-02	Overview of the Statewide Micro-Enterprise Credential
	21-03	Micro-Enterprise Credentials and Course Options
	21-04	Relevant Policy and Procedures
	21-05	The Micro-Enterprise Credential Teacher Registration System (handed out during training)
22 Getting Started	22-01	Statewide Credential Getting Started <i>Teacher Guide</i>
	22-02	Creating In-Person and Nepris Mentor Networks
	22-03	Statewide Micro-Enterprise Student Portfolio Checklist
	22-04	Statewide Micro-Enterprise Credential Implementation Guide
	22-05	Statewide Micro-Enterprise Credential Word Bank (presented in the order concepts appear)
23 Develop a Business Concept	23-01	Business Concept Word Bank
	23-02	Review: Nine Steps for Starting Your Small Business (Statewide Credential Exercises)
	23-03	Review: Nine Steps for Starting Your Small Business <i>Teacher Guide</i>
	23-04	What is a Business Concept?
	23-05	Key Components of a Business Concept Package
	23-06	Creating Simple Financial <i>Pro Formas</i>
	23-07	<i>Pro Forma</i> Exercises (Excel Spreadsheet)
	23-08	<i>Pro Forma</i> Exercises <i>Teacher Guide</i>
	23-09	What Makes a Business Concept "Doable?"
	23-10	Understanding and Mitigating Risk
	23-11	Business Concept Evaluation Exercises
	23-12	Business Concept Evaluation Exercises <i>Teacher Guide</i>
	23-13	Opportunity Assessment: Different Types of Business Opportunities
	23-14	Opportunity Assessment Exercises
	23-15	Opportunity Assessment Exercises <i>Teacher Guide</i>
	23-16	The Value of Concise Communications
	23-17	Three Slide Presentation Exercise
	23-18	Concise Communications Exercises <i>Teacher Guide</i>
	23-19	Culminating Exercises: Business Concept Evaluation Package
	23-20	Culminating Exercises: Business Concept Evaluation Package <i>Teacher Guide</i>

Resources highlighted in yellow are not posted online

Resource Family	Resource	Resource Name
24 Complete the Company Leadership Suite	24-01	Company Leadership Word Bank
	24-02	What is Leadership?
	24-03	Key Characteristics of Entrepreneurs vs Small Business Leaders
	24-04	<i>Nepris Exercise: What Makes a Small Business Leader Successful?</i> (see 29-03)
	24-05	<i>Nepris Exercise: What Makes an Entrepreneur Successful?</i> (see 29-03)
	24-06	Entrepreneur Time Management
	24-07	Exercise: Compare and Contrast Small Business Leaders and Entrepreneurs
	24-08	<i>Exercise: Compare and Contrast Small Business Leaders and Entrepreneurs Teacher Guide</i>
	24-09	Elements of Effective Job Descriptions
	24-10	Creating a Personal Job Description as a Small Business Leader-Entrepreneur
	24-11	Personal Job Description Exercise
	24-12	<i>Personal Job Description Exercise Teacher Guide</i>
	24-13	What is "Company Culture?"
	24-14	<i>Video: Examples of Company Culture (resource not yet developed)</i>
	24-15	<i>Nepris Exercise: How to Create a Positive Company Culture</i> (see 29-03)
	24-16	What is "Culture Mapping?"
	24-17	Culture Mapping Exercises
	24-18	<i>Culture Mapping Exercises Teacher Guide</i>
	24-19	Providing Performance Feedback
	24-20	<i>Video: Performance Feedback Experiences (resource not yet developed)</i>
	24-21	<i>Nepris Exercise: Workplace Expert Experiences with Performance Feedback</i> (see 29-03)
	24-22	Performance Feedback Exercises
	24-23	<i>Performance Feedback Exercises Teacher Guide</i>
	24-24	Hiring New Team Members: Developing a New Hire Scorecard
	24-25	<i>Nepris Exercise: How to Hire Top-Quality New Team Members</i> (see 29-03)
	24-26	New Hire Scorecard Exercise
	24-27	<i>New Hire Scorecard Exercise Teacher Guide</i>
	24-28	Small Business / Start-Up Operations
	24-29	Business Operations Exercises
	24-30	<i>Business Operations Exercises Teacher Guide</i> (includes a downloaded companion spreadsheet)
	24-31	Culminating Exercises: Company Leadership Suite
	24-32	<i>Culminating Exercises: Company Leadership Suite Teacher Guide</i>

Resource Family	Resource	Resource Name
25 Networking	25-01	Networking Word Bank
	25-02	Key Networking Skills
	25-03	<i>Nepris Exercise: How Networking Was Important to My Success</i> (see 29-03)
	25-04	<i>Act Right / Dress Right Exercise: Networking with Unfamiliar Workplace Adults</i>
	25-05	Networking Exercises
	25-06	Culminating Exercises: Networking Skills
	25-07	<i>Culminating Exercises: Networking Skills Teacher Guide</i>
26 Develop a Business and Marketing Plan	26-01	Business and Marketing Plan Word Bank
	26-02	Components of Effective Business and Marketing Plans
	26-03	Long vs. Short Plans: Pros and Cons
	26-04	Exercise: Dissecting a Business Plan
	26-05	<i>Exercise: Dissecting a Business Plan Teacher Guide</i>
	26-06	<i>Nepris Exercise: What I Look for in a Business Plan</i> (see 29-03)
	26-07	<i>Video: Most Important Elements of a Business Plan (resource not yet developed)</i>
	26-08	Market Research Basics
	26-09	Developing Sales and Marketing Plans
	26-10	Developing Effective Sales and Marketing Plans Exercises
	26-11	<i>Developing Effective Sales and Marketing Plans Exercises Teacher Guide</i>
	26-12	<i>Nepris Exercise: Developing Effective Sales and Marketing Plans</i> (see 29-03)
	26-13	Links to Helpful Business and Marketing Plan Materials
	26-14	Options for Developing a Business / Marketing Plan
	26-15	<i>Options for Developing a Business / Marketing Plan Teacher Guide</i>
	26-16	Culminating Exercises: Developing a Business and Marketing Plan
	26-17	<i>Culminating Exercises: Developing a Business and Marketing Plan Teacher Guide</i>

Resource Family	Resource	Resource Name
27 Develop a Business Pitch	27-01	Business Pitch Word Bank
	27-02	Why Practice Your Business Pitch?
	27-03	<i>Nepris Exercise: What I Look for in a Business Pitch</i> (see 29-03)
	27-04	Why is it Hard to Accept Feedback on a Business Pitch?
	27-05	Exercise: Video Your Business Pitch / Accept Team Feedback
	27-06	Exercise: Video Your Business Pitch / Accept Team Feedback <i>Teacher Guide</i>
	27-07	Culminating Exercise: Develop / Make a Business Pitch
	27-08	Culminating Exercise: Develop / Make a Business Pitch <i>Teacher Guide</i>
28 Test Prep / Additional Resources	28-01	Subjects Covered in the ESB Exam
	28-02	Pre-Test (<i>not</i> on the Certiport System)
	28-03	Pre-Test (<i>not</i> on the Certiport System) <i>Teacher Guide</i>
	28-04	ESB Study Guide
	28-05	ESB Study Guide <i>Teacher Guide</i>
	28-06	How Teachers Can Access their ESB Exam Voucher
	28-07	ESB Certiport Test Candidate Registration
	Teacher-Developed Additional Resources (check the <i>All Things Jump Start</i> web portal for new resources)	
	29-01	Job Interview Questions (from themuse.com)
	29-02	Mock Job Interview Rubric
	29-03	Teacher Notes: The best ways to use the Nepris Exercises Videos