

DESCRIPTION OF THE CURRENT AND PROPOSED PROGRAM ACTIVITIES
OF
I.C.B.O. OF GREATER NEWARK
(SEPT. 1966)

- I. Services to Established and New Businessmen
- A. One-to-One Counseling - This activity is conducted to provide an opportunity for individual clients to develop sound guidelines for the making of management and financial decisions in the operation of their businesses by enabling them to share the experiences and benefit from the guidance of successful businessmen in similar businesses and business specialists. The staff consultant initially interviews the client and analyses his problem. He determines whether the services of ICBO can be helpful to the client and, if so, refers him to appropriate volunteer business consultants and/or to the ICBO educational seminars and panel discussions. The staff consultant coordinates the work done by the volunteers, maintains follow up on the progress of the client and prepares a comprehensive report on each case.
- B. Seminars and Panel Discussions - This activity is designed to provide an opportunity for groups of clients to enrich their formal training in basic management principles through their participation in accelerated educational programs geared toward their practical needs. The staff coordinator determines the specific educational needs of ICBO clients and other interested adults in the community and works with his local Educational Committee in determining the agenda, the scheduling of these activities, and the selection of lecturers and discussants. The staff coordinator procures the lecturers and discussants, prepares necessary announcements, secures an evaluation of the effectiveness of this activity from interviews with members of the group serviced and prepares related reports.
- C. Loan Guarantee and/or Capital Risk Fund - This activity is a developmental project to lay the groundwork for the establishment of a fund to be used as collateral or a guarantee on personal or business loans to qualified clients who have otherwise been unsuccessful in securing a standard loan because they are considered a marginal risk; or to be used as a fund to be drawn

upon to make direct, low interest loans to qualified clients who could not otherwise secure a standard loan. At this state of the development, this activity falls under the aegis of the director.

II. Students Who Are Potential Businessmen

High School Students

- A. Speakers Bureau - This is a service which ICBO offers to high schools where there are a representative number of Negro students. It provides an opportunity for students to know about the work which ICBO is doing and to become more fully aware of the new career horizons and qualification requirements of the business world through their exposure in school assembly programs to speakers who are successful businessmen and business specialists. The staff coordinator works with his Educational Committee in determining those representatives of the business world who would be effective speakers, secures commitments from selected speakers, establishes rapport with high schools and assists in planning and scheduling auditorium activities around the ICBO speakers. The staff coordinator maintains follow up with the school to determine student interest and makes related reports.
- B. Business-in-Action Clubs - This service provides an opportunity for students who indicate an interest in business to be oriented to some of the basic mechanics of the business world through their participation in simulated business situations. The staff coordinator recruits members for the BIA Clubs and, in collaboration with his Educational Committee, organizes the students into simulated companies. The students are given an opportunity to play the role of managers in solving realistic business problems. Each student "executive" visits his counterpart in a local business concern. The businessman follows up with a visit to the club where he participates with the students in discussing business problems. The staff coordinator evaluates the performance of each student and recommends outstanding students for ICBO awards.
- C. Internships - This service augments the training of BIA student members by providing for them an opportunity to gain a better understanding of the structure and functions of a business operation through their part-time and summer employment in well established businesses. The ICBO staff coordinator, in collaboration with his Placement Committee, develops job vacancies, screens candidates, makes referrals and secures an evaluation report on the students' work experience.

D. Scholarships - This service is conducted to provide an opportunity for needy ICBO student participants to receive training in the field of business at the college level through referral to scholarship sources and the development of supplementary scholarship funds. The staff coordinator, in collaboration with his Educational Committee, develops a comprehensive listing of available scholarship and supplementary scholarship sources for business students, establishes rapport with these sources and advises and refers eligible students to those sources where their needs can best be met.

College Students

A. Seminars and Panel Discussions - These will provide an opportunity for students in the field of business to bridge the gap between their academic preparation and actual experiences in the business world through their participation in supplementary educational training programs geared toward a better understanding of the problems involved in the practical application of business principles. The staff coordinator consults with local college professors in the field of business to determine formal course offerings and potential participants, collaborates with his Educational Committee in determining the agenda, the scheduling of these activities, and the selection of lecturers and discussants. The staff coordinator procures the lecturers and discussants, prepares necessary announcements, secures an evaluation of the effectiveness of the activity from interviews with students serviced and prepares related reports.

B. Internships - This service augments the training of college student participants in ICBO seminars and panel discussions by providing an opportunity for them to make practical application of the basic principles of business administration through their part-time and summer employment in well established businesses. The staff coordinator, in collaboration with his Placement Committee, develops job vacancies, screens candidates, makes referrals and secures an evaluation report on the students' work experience.

C. Fellowships - This service is conducted to provide an opportunity for needy ICBO student participants who are college graduates to receive training in the field of business at the graduate level through referral to fellowship sources and the development of supplementary fellowship funds. The staff coordinator, in collaboration with his Educational Committee, develops a comprehensive listing of available fellowship and supplementary fellowship sources and advises and refers eligible students to those sources where their needs can best be met.