

# READY TO LAUNCH

## Self-Employment Readiness & Legal Compliance Workshop

A structured, neuroinclusive employability programme supporting unemployed and economically inactive adults into safe, sustainable self-employment.

Duration:	4 hours (half-day)
Group size:	8-12 participants (up to 12 max)
Price:	£600 (up to 12 participants)
Format:	In-person delivery
Materials:	Launchpad Kit included (£147 value)
Support:	30 days email follow-up included

### The Challenge

Many unemployed adults exploring self-employment have the skills and motivation to succeed, but lack understanding of their legal responsibilities. Without clear guidance on client contracts, GDPR, complaints handling, and financial obligations, participants risk non-compliance, business failure, and return to unemployment. Ready to Launch addresses this gap.

### What the Workshop Delivers

Participants leave with:

- Clear understanding of legal responsibilities as self-employed
- Practical compliance toolkit (contracts, GDPR templates, invoicing systems)
- Personalised action plan for safe business launch • Confidence to operate professionally from day one
- 30 days of email support for follow-up questions

## Topics Covered

Legal responsibilities and business registration

Client contracts and service agreements. GDPR and privacy compliance.  
Complaints handling and boundaries. Financial obligations and record-keeping.  
Health and safety basics. Professional communication and client onboarding

## Programme Outcomes

- **Increases self-employment readiness** – Participants complete with a viable compliance action plan
- **Reduces business failure risk** – Addresses top legal/financial mistakes causing year-one failures
- **Supports informed decision-making** – Helps participants assess if self-employment is right for them
- **Improves engagement** – Neuroinclusive delivery supports participants who struggle in traditional training
- **Complements existing provision** – Works alongside mentoring and skills training as a foundation layer

## Who This Supports

Unemployed adults exploring self-employment • Economically inactive individuals with a skill or business idea • Neurodivergent participants • Individuals excluded by traditional training (anxiety, ADHD, dyslexia) • People at risk of non-compliant self-employment

## Neuroinclusive Delivery

Ready to Launch uses a neuroinclusive approach, making it particularly effective for participants who find traditional business training overwhelming.

- Plain, jargon-free language (no assumed prior knowledge)
- Predictable structure and clear timings
- Visual aids and written materials (not just verbal instruction)
- Optional participation (no forced sharing or group activities)
- Calm, paced facilitation with breaks included
- Flexible formats to accommodate individual needs

## What's Included: The Launchpad Kit

Each participant receives a comprehensive compliance toolkit for sole traders, including:

Terms of service policy	Privacy notice (GDPR-compliant)	Complaints policy and handling process
Financial obligations toolkit	Health and safety policy template	Client communication guide

## About the Facilitator

### Emma, Founder of Bear & Willow HR

**Qualifications:** CIPD Level 7 Advanced Diploma in Strategic People Management (Merit) • CIPD Level 5 Diploma in People Management (Merit) • Level 4 ELMS Data Analyst • BA (Hons) Interactive Media

**Credentials:** Enhanced DBS check • Employers' Liability Insurance • Public Liability Insurance • References available on request

Emma founded Bear & Willow HR to address a gap in the market: accessible, preventative HR support for people starting out in self-employment. Her approach prioritises clarity, inclusivity, and real-world practicality over jargon and generic advice.

## Pricing & Delivery Options

<b>Standard Workshop</b> 4 hours (half-day) Up to 12 participants In Person Includes: Launchpad Kit + 30 days email support	<b>£600</b>
<b>Bespoke Options</b> Multiple cohorts or larger groups Extended delivery (full-day format) Tailored content for specific sectors	<b>POA</b>

## **Next Steps**

- 1.** Book a free 15-minute scoping call to discuss your requirements
- 2.** We'll send you a detailed proposal with pricing and delivery plan
- 3.** Once confirmed, we'll schedule your workshop and provide pre-session materials

## **Contact & Booking**

Email: [support@bearandwillowhr.co.uk](mailto:support@bearandwillowhr.co.uk)

Website: [www.bearandwillowhr.co.uk](http://www.bearandwillowhr.co.uk)

Programme Status: Launching February 2026 (pilot workshops underway)

Bear & Willow HR | HR that helps you grow | Calm, clear, and inclusive HR support for sole traders and small businesses