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# Build a winning team

**Directions:** Using this outline, take notes throughout the presentation on anything you found useful, interesting, or informative. Afterwards, you can complete the rest of this exercise guide at your own pace

**Estimated time of completion:** 1 hour

## Note Taking Template

### 1. The founding team

### 2. Board of advisors

### 3. Mentorship

### 4. Intro to human resources



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**Directions:** Still confused as to whether you want to go it alone or share ownership? Answer the following questions to help you make the decision:

**Estimated time of completion:** 15 minutes

## Reflect on your entrepreneurial style

1. Do you enjoy working with others? How much could you use help with extra knowledge and cash?

2. Have you worked well with others in the past? Will you have problems sharing the decision making power?

3. What is the best choice for your business? Does your business have room for two partners?

4. Are you okay with the legal requirements of multiple ownership? In other words, can you live within the legal parameters?



**Remember:** Always consult an attorney before creating a co-founder agreement



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**Directions:** Still confused as to whether you want to go it alone or share ownership? Answer the following questions to help you make the decision:

**Estimated time of completion:** 15 minutes

### Reflect on your entrepreneurial style (continued)

5. Do you have a lot in common with other business owners who have opted for multiple ownership? Ask others about the pros and cons.

6. Do you think you would be able to find a partner with complementary skills and personality compatibility? How are you wired?

7. Will your business have a higher chance of success with just you at the helm, or are other vital skills needed? This most likely the hardest question so take your time deciding.

Interested in finding a co-founder? Take a look at some of these services:

- [CoFoundersLab](#)
- [StartupTree](#)
- [StartHawk](#)
- [FoundersNation](#)



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**Summary:** In order to build a winning board of advisors, it is important to follow the best practices to keep your board members. It is also important to cultivate a wide range of demographic factors to ensure you are capturing different perspectives.

**Directions:** Use these checklist as you begin to create your board of advisors.

## Board best practices checklist

- ☐ Schedule regular meetings – quarterly meetings are recommended
- ☐ Send out an agenda beforehand
- ☐ Be truthful – never sugarcoat for personal benefits
- ☐ Follow up after – people like to see that you are being proactive
- ☐ Pay the board – this can even be in the form of lunch!
- ☐ Keep meeting under 2 hours

## Board diversity checklist

- ☐ Age
- ☐ Ethnicity
- ☐ Gender
- ☐ Skills
- ☐ Experience
- ☐ Competencies
- ☐ Education
- ☐ Race
- ☐ Religion



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**Summary:** An employee handbook outlines an employer's rules, benefits, and conduct expectations in day-to-day practices. Every employee should be required to read and sign the handbook before starting their first day of work.

**Directions:** Use the checklist and resources as you create your employee handbook.

## Employee handbook checklist (simple)

- ☐ Mission and goals
- ☐ At will statement
- ☐ Manual is subject to change
- ☐ Equal opportunity statement
- ☐ Benefits
- ☐ Behavior expectations
- ☐ Causes for termination

## Employee handbook resources

- [Indeed – Employee handbook template](#)
- [Workable – Employee handbook template](#)
- [HR360 – Sample employee handbook](#)
- [E-forms – Sample employee handbook](#)



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# Build a winning team

**Directions:** Studies show that summarizing builds comprehension by helping to reduce confusion. Now that you have completed the webinar, complete this 3-2-1 exercise to the best of your ability.

**Estimated time of completion:** 10 minutes

## 3-2-1 Exercise

What are 3 things I've learned?

- 1.
- 2.
- 3.

What are 2 things I want to learn?

- 1.
- 2.

What is 1 question I still have?

- 1.



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## Resource Guide

Immersing yourself in entrepreneurial culture can help you learn more about how to build your small business. Here are some resources to help further your education.

### Resources

- [Amazon's Black Business Accelerator](#)
- [Minority Business Development Agency](#)
- [Women's Business Centers](#)
- [Local Small Business Development Centers](#)
- [Hello Alice](#)

### Podcasts to follow:

- [This is Small Business](#)

### Newsletters to subscribe to:

- [The Amazon Business Pulse](#)
- [Forbes – Daily Dozen](#)
- [Entrepreneur – official newsletter](#)
- [Inc. – newsletter options](#)

### Business Plan Templates:

- [Business School at the University of Colorado](#)
- [US Small Business Administration](#)

### Amazon Specialty Program Links:

- [Amazon Handmade](#)
- [Amazon's Black Business Accelerator](#)
- [Amazon Merch on Demand](#)

For more information on upcoming and On Demand Webinars, visit our website:

[www.smallbusiness.amazon](http://www.smallbusiness.amazon)



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## References used in webinar

These references have been used to develop our webinars. If you would like to learn more about any particular topic discussed in the webinars, you may find some of these references helpful.

1. Fertik, Michael. 2011. "How to Pick a Co-Founder." Harvard Business Review. February 8, 2011. <https://hbr.org/2011/02/how-to-pick-a-co-founder>.
2. Eavis, Peter. 2022. "Board Diversity Increased in 2021. Some Ask What Took so Long." *The New York Times*, January 3, 2022, sec. Business. <https://www.nytimes.com/2022/01/03/business/corporate-board-diversity.html>.
3. IRS. 2019. "Independent Contractor Self Employed or Employee | Internal Revenue Service." Irs.gov. 2019. <https://www.irs.gov/businesses/small-businesses-self-employed/independent-contractor-self-employed-or-employee>.
4. "How to Create an Employee Handbook for Your Small Business: The Ultimate Guide | SCORE." n.d. Www.score.org. Accessed January 13, 2023. <https://www.score.org/resource/blog-post/how-create-employee-handbook-your-small-business-ultimate-guide>.
5. "Hire and Manage Employees." n.d. Hire and Manage Employees. <https://www.sba.gov/business-guide/manage-your-business/hire-manage-employees>.
6. Paycor. 2022. "The 5 Main Roles in HR." www.paycor.com. June 27, 2022. <https://www.paycor.com/resource-center/articles/the-5-main-roles-in-hr/#:~:text=Human%20Resources%20manages%205%20main>.