Self-Employment in Romania: The Path to Independence and Financial Stability

Target group:

- Ukrainians who have relocated to Romania and are looking for ways to work legally or start their own business;
- Professionals who want to legalize their activities as self-employed individuals (PFA, SRL, freelancer, etc.);
- Those who seek stable income, flexible working hours, and professional growth in a new country.

Number of sessions: 10
Duration of each session: 180 minutes
Format: theoretical lectures, practical exercises, expert consultations.
Course goal: to help Ukrainians understand the legal, financial, and practical aspects of self-employment in Romania, and to teach them how to create, manage, and develop their own business and personal brand.

Session 1. Introduction: What is Self-Employment in Romania?

- Key concepts: PFA, SRL, freelancer, micro-entrepreneur.
- Advantages and challenges of self-employment.
- Overview of the Romanian labor market for Ukrainians.
- Practice: identifying personal strengths and potential areas of activity.

Session 2. Legal Aspects of Registering as Self-Employed

- How to open a PFA or SRL: step-by-step guide.
- Documents, taxes, and requirements for Ukrainian residents.
- Legalization of status and residence permit.
- Practice: completing sample registration documents.

Session 3. Finances for the Self-Employed

- Tax system, social and health contributions.
- How to manage income and expenses.
- Budget planning and financial literacy.
- Practice: creating a 6-month personal financial plan.

Session 4. Legal Consultations: Working with an Accountant or Lawyer

- When you need an accountant.
- How to find a specialist who works with foreigners.
- Registration of employees in the Revisal system.
- Employer’s responsibilities (taxes, contributions, insurance).
- Contracts, NDAs, and confidentiality policies.
- Practice: preparing a list of questions for the first consultation.

Session 5. Legal Risks, Contracts, and Protection of Rights

- How to draft safe and transparent contracts.
- Protection of intellectual property.
- How to avoid fraud.
- Practice: analysis of typical contracts and common mistakes.

Session 6. Marketing and Personal Branding

- How to promote yourself or your product/service.
- Basics of visual branding, social media, and online platforms.
- Crafting your personal story (storytelling) for clients.
- Practice: creating a freelancer profile or business page on social media.

Session 7. Effective Communication with Clients and Partners

- Business communication culture in Romania.
- Writing business emails, presentations, and negotiations.
- Building trust and managing feedback.
- Practice: role-play — communication with a client or partner.

Session 8. Business Growth and Scaling

- How to expand your business: partnerships, team building, franchising.
- Funding opportunities: grants, support programs, investments.
- Using feedback and customer service as growth tools.
- Practice: developing a 1-year business growth plan.

Session 9. Preparing for Collaboration with Government or International Projects

- How to participate in tenders, grants, and EU programs.
- Practice: analysis of a real case (e.g., EU4Business, EBRD, etc.).

Session 10. Final Session: My Path to Success

- Presentation of participants' own projects or business plans.
- Experience exchange between participants.
- Action plan for the next 3 months.
- Practice: public presentation — *"My Journey to Self-Employment in Romania."*

□ Day 1 – Introduction: What is Self-Employment in Romania?

16:00 – 16:15 | Welcome and introduction
Ice-breaker: "Who am I as a professional?" — creating a safe and open atmosphere.
□ *Goal:* establish connection, set expectations, reduce anxiety.

16:15 – 17:00 | Session 1 – Key Concepts
Mini-lecture: definitions (PFA, SRL, freelancer, micro-entrepreneur).
Discussion: advantages and challenges of self-employment.

17:00 – 17:15 | Coffee break ☕

17:15 – 18:45 | Practice – Discovering Strengths
Exercise: identifying personal strengths and potential areas of activity.
Interactive sharing: “What can I offer to the market?”

18:45 – 19:00 | Reflection
Participants summarize one insight and one action step.

 Day 2 – Legal Aspects of Registering as Self-Employed

16:00 – 16:15 | Warm-up: “What’s my business idea?”
16:15 – 17:00 | Mini-lecture: How to open a PFA or SRL (step-by-step).
Documents, taxes, requirements for Ukrainians in Romania.

17:00 – 17:15 | Coffee break ☕

17:15 – 18:45 | Practice: Filling out sample registration documents.
Discussion: typical mistakes during registration.

18:45 – 19:00 | Summary and Q&A

 Day 3 – Finances for the Self-Employed

16:00 – 16:15 | Warm-up: “Where does my money go?”
16:15 – 17:00 | Mini-lecture: Taxes, social and health contributions.
How to manage income, expenses, and savings.

17:00 – 17:15 | Coffee break ☕

17:15 – 18:45 | Practice: Creating a 6-month personal financial plan.
Tools for financial literacy and budgeting.

18:45 – 19:00 | Reflection: One new financial habit I will start today.

 Day 4 – Legal Consultations: Working with an Accountant or Lawyer

16:00 – 16:15 | Discussion: When do I need an accountant?
16:15 – 17:00 | Mini-lecture: Finding experts who work with foreigners.
Employer responsibilities (Revisal, taxes, contributions, insurance).

17:00 – 17:15 | Coffee break ☕

17:15 – 18:45 | Practice: Preparing a list of questions for your first consultation.
Role-play: client–lawyer interaction.

18:45 – 19:00 | Reflection and group feedback.

Day 5 – Legal Risks, Contracts, and Protection of Rights

16:00 – 16:15 | Warm-up: “Spot the risk!” (mini-quiz).
16:15 – 17:00 | Mini-lecture: Safe contracts, intellectual property, avoiding fraud.

17:00 – 17:15 | Coffee break ☕

17:15 – 18:45 | Practice: Analyzing typical contracts and common mistakes.
18:45 – 19:00 | Reflection: Key lessons for my future agreements.

Day 6 – Marketing and Personal Branding

16:00 – 16:15 | Warm-up: “Describe yourself in one sentence.”
16:15 – 17:00 | Mini-lecture: How to promote your product or service.
Basics of visual branding, storytelling, and social media.

17:00 – 17:15 | Coffee break ☕

17:15 – 18:45 | Practice: Creating a freelancer profile or business page.
18:45 – 19:00 | Reflection: What makes my brand authentic?

Day 7 – Effective Communication with Clients and Partners

16:00 – 16:15 | Icebreaker: “Good or bad email?”
16:15 – 17:00 | Mini-lecture: Business communication culture in Romania.
Writing business emails, giving feedback, building trust.

17:00 – 17:15 | Coffee break ☕

17:15 – 18:45 | Practice: Role-play — client meeting simulation.
18:45 – 19:00 | Reflection: What helps me communicate effectively?

Day 8 – Business Growth and Scaling

16:00 – 16:15 | Warm-up: “My business in 1 year.”
16:15 – 17:00 | Mini-lecture: Growth strategies, partnerships, franchising.
Funding opportunities: grants, programs, investors.

17:00 – 17:15 | Coffee break ☕

17:15 – 18:45 | Practice: Developing a 1-year growth plan.
18:45 – 19:00 | Reflection: My next step for scaling.

Day 9 – Preparing for Collaboration with Government or International Projects

16:00 – 16:15 | Warm-up: “Where can I apply?”
16:15 – 17:00 | Mini-lecture: How to join tenders, grants, EU programs.

17:00 – 17:15 | Coffee break ☕

17:15 – 18:45 | Practice: Case study – analyzing a real program (EU4Business, EBRD).
18:45 – 19:00 | Reflection and feedback.

Day 10 – Final Session: My Path to Success

16:00 – 16:15 | Welcome and setup
Creating a supportive space for presentations.

16:15 – 17:45 | Practice: Public presentations — “My Journey to Self-Employment in Romania.”
Peer feedback and encouragement.

17:45 – 18:00 | Coffee break ☕

18:00 – 18:45 | Group Discussion: Experience sharing and next steps.
18:45 – 19:00 | Closing Reflection: Action plan for the next 3 months.