



2018 Mentorship Manual & Application

“A mentor is a kind of guide, who, despite having been far enough to know something of what’s down the path, comes back to walk with you, and thus leads without leaving you to follow.”

BOYD
(1988)

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What Does Mentorship Mean?

It is important to understand the necessity of mentors in today's society. Mentoring is defined as “ a process for the informal transmission of knowledge, [social capital](#), and the psychosocial support perceived by the recipient as relevant to work, career, or professional development; mentoring entails informal communication, usually face-to-face and during a sustained period of time, between a person who is perceived to have greater relevant knowledge, wisdom, or experience (the mentor) and a person who is perceived to have less (the protégé or more recently mentee)".^[1]

Studies have shown that adults who gain the trust of youth through interaction and time can have a great influence on their lives. Mentoring a young entrepreneur provides an opportunity for the free exchange of business skills, training, coaching and support.

As a mentor for a Junior Dragon/ young entrepreneur you are able to relate successes you have had in your career. You can also suggest tips and solutions around problem solving based on your business experience. As someone who already has established a business network, you can share the value of building networks.

Characteristics of a mentor

- Sincere desire to build constructive, positive relationship between Mentor/ Mentee
- Ability to listen
- Positive attitude
- Confidentiality
- Sensitivity to people of different educational, economic, cultural and racial backgrounds
- Compassion and understanding
- Dependability
- Ability to recommend alternatives and options
- Openness to learning
- Sense of Humor
- Integrity
- Leadership
- Organizational skills

Mentoring Program Agreement

Objectives

To provide Junior Dragons with a mentor who will share "industry-specific" or "area-specific" employment and/or business expertise to help them refine their business concept, build out their business plan and design an effective and engaging presentation for the Junior Dragons' Den live show June 6, 2014 at the Charles Bailey Theatre in Trail.

The mentor/mentee relationship will take place...in person...by telephone...on-line for a minimum of once-a-month, for a period ranging anywhere from 1 to 3 hours.

What is expected of the Mentor

The mentor will offer insight into their field or into their area of expertise providing the Junior Dragon with a better understanding of the business they are proposing to develop or wish to operate or the area of business they need to understand in order to implement a solid business plan and engaging presentation.

To be as positive and encouraging as possible with these young people during the mentorship process and to remain objective and professional at all times.

What Mentors are NOT!

Mentors should **NOT** attempt to personally handle complex problems concerning financial aid, emotional or psychological adjustment, physical health, personal counseling, or any situation for which they are unqualified. Guidelines for referral will be provided.

A mentor is **NOT** a parent.

A mentor is **NOT** a professional counselor.

A mentor is **NOT** a social worker.

A mentor is **NOT** a financier.

A mentor should **NOT**:

1. break promises
2. condone negative behavior
3. be condescending
4. force the protégé to participate in any activity (socially or academically)
5. break confidentiality (except in case of potential harm to the protégé or others)

What the Mentee should expect

1. The Mentee/Mentors should expect to be treated with respect, and to conduct the meetings in an environment that is professional and non-threatening to both participants. Each meeting should last anywhere between 1 and 3 hours depending upon need.
2. The Mentee should expect to be able to learn the generalities about their field of interest/ business or about the generalities of legal, accounting, or general business practices needed to succeed. They should also expect to have an opportunity to ask some fairly general questions about any of these.

MENTOR APPLICATION PACKAGE

All Mentor applicants are asked to submit & or complete the following:

- CV with 3 professional and 3 personal references

- **Written answers to the following questions:**
 - A) Why do you wish to participate in the program as a mentor.
 - B) List 5 characteristics that you feel you possess that will contribute to the success of your mentoring relationship.
 - C) What expectations would you have of your mentee?
 - D) List your experience with mentoring and leadership relationships.
 - E) How will you personally measure the success of your partnership?

- **Please complete the CFDC Junior Dragons' Den Mentorship application agreement/ contract**

Please submit all applications via email to:

John Reed, Junior Dragons' Den Coordinator
CFDC Greater Trail e) john@communityfutures.com

Subject line: Junior Dragons' Den Mentor application

We thank all applicants for their submission of interest. Only those selected for an interview will be contacted.

CFDC Junior Dragons' Den Mentorship application agreement/ contract

Roles and responsibilities

I agree to participate as a mentor for CFDC's Junior Dragon's Den. I understand that my advice or counsel is part of a coaching relationship and I pledge to use my best judgment independent of personal bias in my role as a Junior Dragons' Den mentor. I understand that the participant a.k.a. Junior Dragon, remains fully and solely responsible for any and all personal and business decisions during his or her participation in the Junior Dragons' Den mentor program and shall not create any fiduciary or other obligation with respect to any outcomes of the advice or assistance provided by me or by other Junior Dragons' Den associates.

Confidentiality and privacy

I agree I will not disclose the confidential or private information, which may include, but is not limited to the ideas, business information or personal affairs of or about the entrepreneur outside of the organization without his or her explicit consent. Further, I agree I will discuss the personal and business affairs of the entrepreneur only with those people within Junior Dragons' Den/ CFDC who have a reasonable need to the information in order to assist in its deliberations. I understand that discussions with CFDC will remain confidential. I further agree to take due care to safeguard all plans or other material entrusted to me by the Junior Dragon or any CFDC representative.

Conflict of interest

I will hold no financial investment in the business of the entrepreneur. I will immediately report any real, potential or perceived conflict of interest, personal interest, or competitive position of mentors or others involved with Junior Dragons' Den to the Junior Dragon's Den coordinator or General Manager at CFDC.

Time commitment

I will be available for a minimum of 4-10 hours of dedicated time with the Junior Dragon each month to provide support consistent with the agreement we develop.

Orientation

I will participate in the Junior Dragons' Den mentor orientation session.

Relationship management

I agree to attempt to work through any relationship conflicts that may arise. If the Junior Dragon and I are unable to design or maintain a constructive and beneficial working relationship within the context of the mentor program, I will advise CFDC & the Junior Dragons' Den coordinator in order to find a resolution.

Authorization for release of information

I, the undersigned, hereby authorize the CFDC Greater Trail, or any person or agency authorized by them, to provide personal information about myself including any information, opinion, report, record, note or copy of same, which is requested by CFDC Greater Trail in connection with the conduct of background investigation relating to my application for a volunteer position to mentor a young entrepreneur, including, but not limited to the following: employment records, academic transcripts, character and other references. I authorize, without reservation, any party or agency contacted by CFDC Greater Trail to furnish the above-mentioned information. I hereby release and agree to hold harmless and/or to indemnify CFDC Greater Trail and any person or agency providing such information from any and all liability arising from my request, use of, or furnishing such information.

Criminal Record Check

I acknowledge that CFDC requires each mentor applicant to submit a criminal record check document. These documents are available for pick up at your respective area RCMP station, at a cost of \$20 (please bring cash). It is the responsibility of each mentor applicant to submit a completed criminal record check as part of the overall application at time of submission.

I certify that I have not been involved in any criminal activity. ____ (initial here).

Collection and use of information

CFDC, and any of its third-party service providers, collects and uses the Information provided by the mentor or collected pursuant to the mentor's prior authorization, for the following purposes: (a) processing your mentorship application; (b) providing or facilitating mentorship activities and education; (c) advertising; (d) media relations; (e) marketing; (f) fundraising; (g) social media; and (h) promotions in respect of CFDC's operations (collectively, the "Purposes").

I understand that CFDC regularly communicates with its network – through timely updates and newsletters – and I will be added to this mailing list. I also understand that I can opt out of receiving these updates at any time by clicking on an unsubscribe box featured on these updates.

Disclosure of information

CFDC, and any of its third-party service providers, discloses Information in respect of the mentor to the following persons and for the following purposes: (a) to third-party service providers for the purpose of providing services in connection with the Purposes; (b) to third parties for the purpose of conducting reference checks; (c) to other clients of CFDC, CFDC mentors or CFDC community partners for the purpose of providing or facilitating mentorship activities or for educational

purposes; (d) to manage your performance (including making accommodations and allowances); (e) to garner opinions and comments in regard to CFDC's operations and as otherwise permitted or required by applicable law; and (f) as may be required in order to fulfill the Purposes.

By providing the information requested, you agree that CFDC may collect and use this information only for the purposes of processing your mentoring application, and if selected, for providing or facilitating mentorship activities and education, managing your performance (including making accommodations and allowances), garnering opinions and comments in regard to CFDC's operations and as otherwise permitted or required by applicable law.

Signed by _____
(Print name)

Signature _____

Date _____

Mentorship Program Preparation Checklist

Have an Objective for the Meeting

Identify a couple of objectives that you would like to accomplish within this relationship

Plan ahead and have an idea of what will make each meeting unique

Be Prepared

Read the Mentoring Program Agreement and sign it
Prepare for the questions you may have been given in advance

- About your work/organization/company
- Your background, industry association memberships, etc.
- On any other questions that you may have been given

Meeting

Don't forget that you are responsible for setting the limits.

i.e. about the length of your meeting

Post-meeting follow-up

Write down your impressions

Document any follow-up recommendations made

Plan out your next steps

Schedule your next meeting



**Rules & Guidelines
for the Mentor/Mentee Relationship**

1. According to Junior Dragons' Den' *Mentorship Program Policy*, the expectation is that the Mentor/Mentee will agree to meet, one-to-three hours at-a-time, for a six-month period.
2. The meetings will be held at a public location for example...the facilities at CFDC or a similar public venue...at an on-site visit to the Mentor's business or workplace...on the telephone...via e-mail.
3. Both the Mentor and the Mentee will have read and signed the *Mentorship Program Agreement* and returned it to the Coordinator, John Reed.
4. This is an entirely voluntary arrangement for both parties...If either or both of the parties are uncomfortable, for any reason, with the match the agreement can be ended immediately by contacting the Coordinator confidentially.
5. For the entire duration of the six month Mentorship relationship, we request that the nature of the relationship between the Mentor and the Mentee not involve;
 - Any exchange of gifts
 - Any exchange of money for services (i.e. charging, borrowing)
 - Any requests or pressure for money
 - Any physical or verbal harassment of any nature, as covered in the Canadian Human Rights Code.

Advice for Mentors

Let your mentee find their own path. All you can do is point them in the right direction

People learn in different ways. Some need examples.

Some need to talk over different approaches or strategies. Others need to try things out and see what works and what doesn't. Find out how your mentees learn best and emphasize their strengths, not their weaknesses.

Let your mentee do it their way. They will have more ownership in their progress if they find their own ways to be effective.

Choose your words carefully. Mentees can just as easily be confused as inspired by what you say.