

Mentor Application Form



IMPORTANT INSTRUCTIONS FOR COMPLETING THIS APPLICATION FORM

Before you commence completing this form, please follow these steps to ensure your document is saved correctly. Otherwise, your changes may NOT be saved.

STEP 1

First, check that you have the latest version of Acrobat Reader installed, (suited to your computer requirements), if not, you can simply download the latest version by visiting <http://www.adobe.com/products/acrobat/readstep2.html> Once successfully installed, commence with Step 2.

STEP 2

Download the Application Form to your hard drive.

STEP 3

Locate & open the file you just saved, then start typing straight into the document.

NB. You must complete the document fully before you close the document, otherwise you will not be able to go back in and edit the document.

STEP 4

Once you have completed the document, save the document and close the document. This document is now unable to be edited again.

STEP 5

Email the Application Form as an attachment to mentornet@abn.org.au or print out and fax or post to the Project Manager as detailed in the application form.

This project is proudly supported by



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Mentor Application Form

MentorNet

AusIndustry and the Australian Businesswomen's Network aim to stimulate the growth of women-owned businesses to develop the economy of the country.

The MentorNet program offers a range of business-skills training and development training sessions, mentoring and peer collaboration via educational web-based seminars (webinars) and online communication. The program is designed to harness today's technology with flexibility and time efficiency whilst providing a learning environment that is not restricted by geographical locations, in both metropolitan and regional areas of Australia.

The program is designed to put theory into action over a six-month period. The Mentors (you) are expected to attend group mentoring sessions using webinar technology to conduct structured mentoring, provide feedback and review business related issues from the six modules detailed below.

How does this program work?

Project outcomes and duration

The program runs over a 6-month period (24 weeks) and consists of six modules. These are subject based as follows:

1. Business Planning
2. Financial Management
3. Marketing
4. Human Resources Management
5. Technology and Business
6. Business Performance Management

The modules will be delivered using webinar technology. Pre-course materials will be issued prior to each webinar and tasks will need to be completed by the Mentorees between sessions. The Business modules anchor the start and finish of the business-skills training.

There are two web-based mentoring sessions for each module. Each module will run for four weeks.

By the end of the program the Mentoree will have created a detailed business plan incorporating marketing, operations and financial plans. You will provide your business knowledge and experiences to enable the Mentorees to apply their working business plan to their business once the course is complete.



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As a Mentor how will I participate?

The programs will be delivered via phone and web-based learning technologies with the intention of reaching a diverse audience dispersed around Australia.

The minimum technology requirements are detailed at the end of this Application Form.

Once you join the program, you will be part of a group of 25 participants - five Mentors and 20 Mentorees. You will have four Mentorees assigned to you and you will meet with them as a group every second week for 24 weeks - spread over six months.

Every other week, a 'live' webinar will take place at which all 20 Mentorees in the program will participate. These will be delivered by subject-matter experts. You are welcome - but not required - to participate in those webinars.

The week after each webinar, you will meet with your four Mentorees as a group and at that time your participation is required to assist the Mentorees to place their learning into context for their business.

In total, we expect that there will be around 24 - 36 hours required from Mentors, spread over the entire six months. Of course, some Mentors will have more time to give but that will be your choice and not a requirement.

All programs will run on the same day and same time each week - to allow you to easily schedule your calendar. Before the program starts, there will be additional sessions for briefing on the program and introduction to the technology.

If your application is accepted, a complete set of dates for the next available program will be forwarded to you. Or, you can review the dates at www.abn.org.au/mentornet.

What can I expect from my Mentorees?

The Mentorees are expected to set outcomes in the form of a Mentoring Agreement, attend the webinars, mentoring sessions and develop their business plan according to their outcomes, with feedback and support from their Mentor.

The objective of the Mentoring Agreement is to empower the Mentoree to manage their own business and learning needs and take responsibility for their achievements, whilst gaining input from the Mentor and peer group.

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Mentoree's Role

The role of the Mentoree is to:

- Take responsibility for identifying and achieving developmental goals
- Ask questions of their mentor trusting that if he or she doesn't know the answer, they will know where to find it!
- Be open-minded. Take advantage of the opportunity to be exposed to new things, even if it is not their "thing". Share interests with their mentor.
- Develop goals with the mentor that they would like help in achieving during the program
- Establish specific goals and objectives for the mentoring relationship
- Receive graciously both positive and constructive feedback, and implement as appropriate
- Seek clarification on any points not understood
- Use their mentor as both a resource for knowledge and sounding board for ideas and issues

Mentor Guidelines

The Role of the Mentor:

- Provide advice and perspective to the mentoree
- Provide feedback on ideas and plans, often before they are considered for further development
- Share wisdom and advice from your experience, while allowing the mentoree to have their own experience
- Encourage and support mentorees to complete the program and its activities
- Hold the mentoree accountable for achieving the goals that they set for the program
- Create opportunities that may not otherwise be available to the mentoree eg. increased visibility, access to networks
- Support the needs and aspirations of the mentoree
- Encourage collaboration between mentorees
- Attend required meetings and meet commitments made to mentorees
- Understand the skills that the mentoree is required to learn during the program and offer support in learning these skills
- Offer suggestions to improve mentoree's skills, talents, abilities, initiative, and commitment in preparation for future endeavours
- Offer challenging ideas that will inspire the mentorees
- Help build self-confidence through praise, encouragement, and constructive feedback
- Suggest an 'alternate' Mentor(s) for areas where the Mentor is unable to add value or expertise
- Do not be afraid to say "I do not know"

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The Role of the Mentor does not include:

- Involvement in the running of the mentoree's business
- Providing legal and tax advice (unless the mentor is in that profession)
- Therapy or counselling on personal issues

Are Mentors paid?

The role of the Mentor is voluntary, however by Mentors showcasing and sharing their entrepreneurial experience, Mentors will find this an invaluable experience - which will provide many unexpected gains personally and in business.

Am I eligible to participate?

The criteria set out for the MentorNet program is as follows:

- Mentors may be male or female business owners with a minimum of five years experience as an owner/operator of a small business/businesses
- Please note it is not essential that you currently own/operate a business but it is essential that you have had recent experience
- Allow a time commitment of minimum of 24 - 36 hours for the six month period
- Be willing to give of yourself, your knowledge and experience - supporting your mentorees to grow their business and achieve their goals

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Application Form - Mentors

Your Name:			
Business Name:			
ABN:			
Business Address:			
State:		Post Code:	
Phone (Mobile):			
Phone (Business):			
Fax:			
Email:			
Business Website:			

Your Age Group:

	18 - 30		31 - 40		41 - 50		50+
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Please note that the program has been funded to support young female entrepreneurs 35 years old and younger. However, all effort will be made to include Mentoree applicants outside this age range. There is no age requirement for Mentors.

Formal Education Qualifications: Please detail here any degrees, diplomas, trade certificates that you may have.

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Business Qualifications: Please list any business training programs or courses that you have undertaken.

Professional Organisations: Please list any professional organisations or committees that you are a member of.

Are you a member of the Australian Businesswomen's Network?

	Yes		No
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Business Awards - please list any awards that you or your business may have received (or been a finalist/nominated for) such as Telstra Businesswomen's Award, Telstra Small Business Award, Ernst & Young Entrepreneur of the Year Award etc.

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Business Experience - Please outline your business experience. Please pay special attention to any business you have owned in part or in full.

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Business Industry - Please nominate the industry that best matches your business.

Finance/Insurance		Health	
Service		Retail	
Manufacturing		Wholesaling	
I.T.		Real Estate	
Marketing/Sales		Professional Services	
Other			

About your business

Please nominate your business structure:

Sole Trader:		Partnership:		Company:	
Number of Directors:					
Names of Directors:					
Years of Operation:					
Is Your Business Home Based?					
What is the role you fill in your business?					
Describe your business:					

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Financial Year	# Employees	Turnover	Gross Profit	Net Profit <i>(Before Tax)</i>
2005-2006		\$	\$	\$
2004-2005		\$	\$	\$

Please note that this information will be held in the strictest confidence. It may be used as support in the matching of Mentors to Mentorees.

Previous Business Experience - other than the business you are working in right now, please list the last 3 businesses and your role - outlining your experience and development as an entrepreneur.

Business	Role	Experience

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If you are not currently in business, what was the last year you were in business and please outline the reasons for change?

If you are not currently in business please provide the following information for the last two years you were in business.

Financial Year	# Employees	Turnover	Gross Profit	Net Profit <i>(Before Tax)</i>
		\$	\$	\$
		\$	\$	\$

Why be a Mentor?

Everyone chooses to Mentor for a variety of reasons. Please give us an insight into why you would like to be considered a Mentor in this program?

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Do you have any previous mentoring experience? Please detail.

What skills do you possess that you believe will add value to the Mentorees?

What would you like to achieve personally as a result of mentoring others?

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Please use this space to let us know about anything else you feel is relevant as we consider your application.

How did you hear about the Australian Businesswomen's Network MentorNet Program?

<input type="checkbox"/>	ABN Website	<input type="checkbox"/>	ABN Newsletter	<input type="checkbox"/>	ABN Expo
<input type="checkbox"/>	BRW	<input type="checkbox"/>	Financial Review	<input type="checkbox"/>	Other <i>(detail below)</i>
Referred to the program by:					

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Minimum technology requirements

- PC or Mac with Internet connection and separate phone line (2 phone lines or one line and separate internet connection)
- Broadband Internet access is recommended but not essential
- No software downloads are required as all technology used is web-based. Some Microsoft Office Software Applications may be used
- All web-based applications have been selected on the basis of ease of use and ease of access
- An introductory session will be conducted to ensure all participants are familiar with the technologies being used. Further individual support may be required initially and will be arranged as requested

I certify that the information provided in and supporting this application is true and correct and that I understand the minimum technology requirements.

Signed:	
Date:	

Please return this completed form to:

Project Manager, MentorNet Program
Australian Businesswomen's Network
PO Box 122
Rosebery NSW 1445

mentornet@abn.org.au

Privacy Statement

Any personal information provided to AusIndustry is protected by the Privacy and Personal Information Protection Act 1998 (NSW). The information is essential to determine your eligibility for the MentorNet Program. AusIndustry and ABN will disclose some of your personal information to a third party contractor who will monitor and deliver parts of the MentorNet program. The information may be used to send you communications about business-related activities such as newsletters, flyers and invitations. Please refer to our website www.inspiringwomen.com.au for more information on our privacy policy.

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