

# Mentoree 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.

The program is designed to put theory into action over a six-month period. The Mentorees (you) are expected to set outcomes, attend the webinars that provide the business training, work with a Mentor and develop a business plan that you can action during and after the program.

Sustainability of all Mentoree's businesses is a high priority and focus for this program.

## How does this program work?

### Project outcomes and duration

The program runs over a 6-month period and consists of six modules. These are themed as follows:

1. Business Planning – Stage 1
2. Business Finances
3. Marketing and Promotion
4. Human Resources Management
5. Technology and Business
6. Business Planning – Stage 2

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 between sessions. The Business Planning modules anchor the start and finish of the business-skills training.

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

By the end of the program, you will have created a detailed business plan incorporating marketing, operations and financial plans. You will have received training in core business development skills and collaborated with a growing



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network of peers. You will have been mentored by an individual who has been in business for 5 or more years and has a proven track record of success.

## **As a Mentoree 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.*

If you join the program, you will be part of a group of 25 participants - five (5) Mentors and 20 Mentorees. You will also be part of a smaller group made up of 4 Mentorees and 1 Mentor and you will meet with them as a group every second week for 26 weeks.

Every other week a 'live' webinar will take place including all 20 Mentorees in the program delivered by subject-matter experts. You are expected to participate in all 12 webinars - on six separate topics.

The week after each webinar, you meet with your Mentor along with three other Mentorees. It is during this time that theory will come to life in real-time applications.

In total, there will be 24 hours of structured webinar and Mentor sessions. There will however be additional requirements for Mentorees to complete activities and research in between these weekly sessions.

All programs will run on the same day and 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 view the dates on our website at [www.abn.org.au/mentornet](http://www.abn.org.au/mentornet).

## **Mentoree's Role**

The role of the Mentoree is to:

- Take responsibility for identifying and achieving your own development goals
- Ask questions. You can't ask too many and if your mentor does not know the answers, he or she will know where to find them!
- Be open-minded. Take advantage of the opportunity to be exposed to new

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things even if they are not your "thing". Remember to share your interests with your mentor. Your mentor wants to learn about you too.

- Develop goals with your mentor that you 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 your mentor as both a resource for knowledge and sounding board for ideas and issues

## What can I expect from my Mentor?

The role of the Mentor is to provide guidance and be a sounding board for you. Mentorees are required to provide goals and objectives based upon topics they have identified as important to them and their business. Then the Mentoree creates a Mentoring Agreement that outlines their goals and includes proposed strategies and timeframes for achieving these.

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

## 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 mentorees
- 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

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- Offer suggestions to improve mentoree's skills, talents, abilities, initiative, and commitment in preparation for future endeavors
- Offer challenging ideas that will inspire the mentoree
- Help build self-confidence through praise, encouragement, and constructive feedback
- Suggest informal mentors for area where uncomfortable adding value
- Do not be afraid to say "I do not know"

## **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 counseling on personal issues

## **How are Mentors chosen?**

Mentors apply to participate in this program. They are chosen and matched with Mentorees based on their business experience and industry knowledge. As much care and consideration as possible is taken to ensure your objectives are matched with the Mentor that has experience and business knowledge best suited to you. As you will be sharing your Mentor with three other Mentorees, a great deal of effort is put into ensuring we have no conflicts in types of business within your small group.

## **How much does it cost to participate?**

The full fee for participating in the program for Mentorees is \$1,700 plus GST. For approved Mentorees, the funding provided by the Australian Government will reduce the fee to \$850.00 plus GST. You should seek advice from your accountant as to whether this fee can be claimed as a tax deduction.

## **Am I eligible to participate?**

The criteria for mentorees to participate in the program are:

- Be aged between 18 and 35 inclusive at time of the application date\*
- Be an owner (at least 50%) of an Australian business that is operational
- Work full time in this business
- Reside in Australia
- Be able to meet the requirements of the program including training sessions and mentoring sessions
- Have been in business more than six months

*\* Please note that the program has been funded to support young female entrepreneurs 35 years old and younger. First preference will be given to young women under 35 and all effort will be made to include Mentoree applicants outside this age range.*

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## Application Form - Mentorees

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

Your Age Group:

	18 - 25		26 - 30		31 - 35		35+
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*Please note that the program has been funded to support young female entrepreneurs 35 years old and younger. First preference will be given to young women under 35 and all effort will be made to include Mentoree applicants outside this age range.*

**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 of which you are a member.

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 nominated/finalist 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?	Yes		No		
What is your role?					
How many hours per week do you work in your business?					
Describe your business:					

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What percentage of your income is generated by the business? <i>(If less than 100%, please detail your other income sources below.)</i>		
Has your business ever received assistance from AusIndustry or any other Government body?  <i>(If yes, please provide details below.)</i>	Yes	No

## Business Details

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

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

Do you have a business plan?	
If yes, how have you used your business plan?	

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Previous Business Experience: Other than the business you currently own - and are looking to grow - please detail your professional and entrepreneurial experience below.

Business	Role	Experience

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Outline the reasons you have for your business that you wish to participate in this program.

Outline the reasons you have personally for wanting to participate in this program.

What outcomes would you expect from a Mentoring relationship?

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Please outline your business goals for the next 12 months

Please outline your business goals beyond 12 months

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

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

	ABN Website		ABN Newsletter		ABN Expo
	BRW		Financial Review		Other <i>(Detail below)</i>
Referred to the program by:					

Payment Details:

Credit Card #:					
Name on Card:					
Exp Date:		CCV #:		Charge:	\$1,135 (inc. GST)

*ABN Members save \$200. Payment plans (pay by the week) available.*

## 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 understand that if I am accepted into the program, my credit card will be charged the fee as per above. If I am not accepted, my card will not be charged. I certify that the information provided in and supporting this application is true and correct. I acknowledge that I understand the minimum technology requirements.

Signed:	
Date:	

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Please return this completed form to: Project Manager, MentorNet Program  
Australian Businesswomen's Network  
PO Box 122  
Rosebery, NSW 1445  
[mentornet@abn.org.au](mailto: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. Aus Industry 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](http://www.inspiringwomen.com.au) for more information on our privacy policy.

*This project is proudly supported by*



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