

Womens Business Forum

MENTORING PROGRAM GUIDELINES

The Women's Business Forum™ (WBF™) Mentoring Program matches supporting members with successful area business owners that have generously donated their time.

Through regular communication and meetings, mentors will guide and support their mentees as they complete their business plan goals for the coming year.

Mentors and mentees will meet, and if both parties agree, they will make a one-year commitment. If they do not "hit it off," both individuals will be put back into the pool and a new potential partner selected. Because situations change, either party can opt out of the relationship at any time.

PROGRAM GOALS

The Women's Business Forum created this program to foster success among emerging entrepreneurs by matching mentors with mentees seeking a change. The meetings are intended to be encouraging, motivating and supportive. The program supports the mission of the Women's Business Forum to "educate, mentor and inspire women to build and sustain viable businesses."

ROLES, RESPONSIBILITIES and EXPECTATIONS

The WBF will support mentees as possible, provide mentors as a resource and act as a liaison if there is a communication breakdown.

Mentees are expected to take an active role in their own development by identifying and sharing their needs, being receptive to feedback, setting realistic goals with their mentor, contributing ideas, asking questions, communicating effectively and being respectful.

Mentors roles will differ depending on the mentee. Mentors are expected to help entrepreneurs navigate their way from emerging entrepreneur to successful business owner by revealing "unwritten rules" of success, sharing lessons learned, encouraging their mentees to achieve an ambitious goal, focusing on what they are doing successfully and providing constructive feedback to promote professional growth, helping their mentees develop their professional interests and set realistic goals. Mentors are expected to be role models, always projecting high standards of professionalism and a positive attitude.

MENTOR/MENTEE RESPONSIBILITIES

Respect each other's time and confidentiality. Don't share personal feelings or ideas with a third party.

The Women's Business Forum™ (WBF™) is a not-for-profit organization, founded in 2001, that educates, mentors and inspires women to build and sustain viable businesses. www.womensbusinessforum.org

Communicate clearly about your needs and limits. Identify early on your preferred method of communication, the best days to be reached, and your time constraints. Set boundaries from the beginning.

Be professional at all times. Work through a conflict with care and respect. Contact the Mentor Program Committee for assistance, if necessary.

Recognize each other when goals are achieved. Take time to send a thank-you or congratulatory email or make a phone call.

Evaluate how well you are meeting the goals of the program and invite discussion of concerns.

EXPECTATIONS for MENTEES and MENTORS

WBF expects all mentors and mentees to be committed to the program. However, we understand that conflicts may arise. Once a mentor is assigned a mentee, they are expected to connect at least once a month. If at any time you feel you cannot work with your mentor or mentee, please notify your contact on the Mentor Program Committee, who can help resolve the issue or reassign partners. If at any time you no longer wish to participate in the program, please let your contact know.

CONTACT INFORMATION

Mentoring@womensbusinessforum.org



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