PACE
MENTOR PROGRAM
YOUR ROAD TO A SUCCESSFUL FUTURE
The **mission** of the Mentoring Program is to 
grow a Clients (Mentee’s) business
by providing the participants with
leadership challenges and developmental
opportunities.
WHAT IS MENTORING?

MENTORING IS...

• A MEANS OF DEVELOPING HUMAN RESOURCES LEARNING

• ABOUT GUIDING OTHERS IN THEIR PERSONAL QUEST FOR GROWTH THROUGH LEARNING AND GOAL SETTING

• A STIMULATING JOURNEY OF SELF-DISCOVERY AND DEVELOPMENT WHICH PROVIDES OPPORTUNITIES FOR PERSONAL FULFILLMENT AND ACHIEVEMENT.

• A FUNDAMENTAL FORM OF HUMAN DEVELOPMENT WHERE ONE PERSON INVESTS TIME, ENERGY, AND PERSONAL KNOW-HOW ASSISTING THE GROWTH AND ABILITY OF ANOTHER ENTREPRENEURIAL BUSINESS OWNER

• A METHOD FOR ENCOURAGING AN ACHIEVING BUSINESS GOALS
WHAT IS A MENTEE?

A MENTEE is the recipient of the mentor’s guidance and must be committed to expanding his/her capabilities, be open and receptive to new ways of learning, and have a sense of personal responsibility about the mentoring relationship and his/her own growth & development.
YOUR BUSINESS IS OUR FOCUS

• WE WILL FOCUS ON YOUR BUSINESS TO GROW IT
• YOUR MENTOR WILL HELP YOU MAKE YOUR BUSINESS STRONGER AND SUSTAINABLE
• YOUR MENTOR WILL PROVIDE BEST PRACTICES TO HELP YOU BUILD A STRONG FUTURE
• YOUR MENTOR WILL WORK WITH YOU TO AVOID PROBLEMS
• YOUR MENTOR IS YOUR GUIDE AND WILL HELP YOU MAKE PRACTICAL DECISIONS
WHAT IS MENTOR’S RESPONSIBILITY?

• **BUSINESS SUPPORT** by encouraging challenging and growth opportunities

• **EMOTIONAL SUPPORT**: encouragement, recognition, feedback, coaching

• Support for **SHORT TERM AND/OR LONG TERM PLANNING**

• Access to **LEARNING OPPORTUNITIES**, resources and networking

• Keeps the mentee on the **RIGHT TRACK** to avoid aimless detours
MENTEE’S RESPONSIBILITIES

- **BE COMMITTED** TO EXPANDING HIS/HER CAPABILITIES
- **BE OPEN AND RECEPTIVE** TO NEW WAYS OF LEARNING
- **BE OPEN TO FEEDBACK**
- **HAVE A SENSE OF PERSONAL RESPONSIBILITY** ABOUT THE MENTORING RELATIONSHIP: TAKE OWNERSHIP
- **FOLLOW THROUGH ON DEVELOPMENT PLAN AND COACHING** FOR HIS/HER OWN GROWTH AND DEVELOPMENT
MENTORING PROGRAM GUIDELINES

HOW MENTEES AND MENTORS MAY MEET ONCE A MONTH

HOW DO WE WORK TOGETHER?

• MENTEES AND MENTORS REVIEW THE MENTEE’S NEEDS ASSESSMENT AND ESTABLISH GOALS FOR BUSINESS DEVELOPMENT.

• RESOURCES ARE AVAILABLE ON THE MENTORING WEBSITE TO GUIDE CONVERSATIONS AND DEVELOPMENT OPPORTUNITIES

• MENTEES WORK ON THE DEVELOPMENT ACTIONS AND CHECK IN WITH MENTOR FOR COACHING

• MENTEES AND MENTORS COMPLETE QUARTERLY FEEDBACK REPORTS ON-LINE.

• HOW LONG IS THE PROGRAM?

• IT IS A SIX MONTH FREE PROGRAM. WITH PERIODIC MEETINGS WITH MENTOR EITHER IN PERSON OR INTERACTIVELY ONLINE DEPENDING ON THE MUTUAL AGREEMENTS
STEPS IN THE MENTORING PROCESS

1. MENTEES REGISTER ON-LINE – WWW.PACEORG/MENTORING
2. COMPLETE COMPETENCY ASSESSMENT
3. ATTEND MENTORING WORKSHOP: MENTORING OVERVIEW AND FAMILIARIZATION WITH ON-LINE TOOLS
4. IDENTIFY STRENGTHS, DEVELOPMENT NEEDS, GOALS
5. MENTOR AND MENTEE FIRST MEETING: GET ACQUAINTED AND COMPLETE MENTOR / MENTEE CONTRACT
6. MENTOR AND MENTEE ON-GOING MEETINGS: AGENDA, WORK ON AREAS FOR DEVELOPMENT, CHALLENGES, MEASURE OUTCOMES
7. QUARTERLY FEEDBACK SUBMITTED ON-LINE
8. END OF PROGRAM FINAL PROGRAM EVALUATION
STEP 1. REGISTER ONLINE

- THE FIRST STEP IN THE MENTORING PROGRAM IS TO USE THE ONLINE SYSTEM TO REGISTER. THE VOLUNTEER MENTOR PROGRAM COORDINATOR WILL SEND YOU THE LINK.

- ENTER THE PACE BUSINESS DEVELOPMENT CENTER HOMEPAGE THE MENTORING PROGRAM: COMPLETE THE REGISTRATION.

- ONCE THE PROGRAM COORDINATOR APPROVES YOU, YOU WILL RECEIVE AN EMAIL DIRECTING YOU TO TAKE THE SELF-ASSESSMENT. ENTER THE MENTORING PROGRAM HOMEPAGE AGAIN AND COMPLETE THE SELF-ASSESSMENT (IN THE FUTURE)
STEP 2. COMPLETE ASSESSMENT

• COMPLETE THE COMPETENCY ASSESSMENT BY RATING YOUR CURRENT LEVEL OF PROFICIENCY. THE ASSESSMENT AUTOMATICALLY CALCULATES YOUR AVERAGES. (FUTURE IN PLANNING)

• REVIEW THE RESULTS AND IDENTIFY AREAS THAT ARE STRENGTHS AND DEVELOPMENT AREAS

• SAVE AND PRINT A COPY OF THE ASSESSMENT TO SHARE WITH YOUR MENTOR DURING YOUR FIRST MEETING.
STEP 3. ATTEND MENTORING WORKSHOP

• PACE BDC PROVIDES FREE OR LOW-COST WORKSHOPS AND SEMINARS ON MANY SMALL BUSINESS TOPICS.

• A WORKSHOP FOR MENTOR AND MENTEE WILL HELP UNDERSTAND THE OVERVIEW OF THE PROGRAM

• FAMILIARIZATION OF THE BUSINESS TOOLS AVAILABLE
ONE LAST THING!

“ALL TRUTHS ARE EASY TO UNDERSTAND ONCE THEY ARE DISCOVERED;
THE POINT IS TO DISCOVER THEM.”

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If you are interested in implementing an on-line Mentoring Program, please contact us for more information!

Or reregister online now!

www.paceladbc.org/mentoring