

MENTORING PROGRAM CONSENT FORM.

Mentoring agreement.



We are voluntarily entering a mentoring partnership and have agreed to the following terms:

Mentoring goal (refer to mentoring plan): _____

Schedule of meetings, duration of mentoring as(stipulated in mentoring plan): _____

Place for first meeting: _____

Additional points: _____

Monitoring and Evaluation

The mentor agrees to maintain a record of mentoring meetings, including tasks completed, the date and time of next meeting, the task agreed upon for completion before the next meeting. (This recording can be done in the space provided in the mentoring plan.)

Appoemn agrees to contact the Mentor and Mentee at the following intervals and to offer appropriate support if necessary:

- Within 3 business days of the first scheduled Mentor/Mentee meeting
- Every 2 weeks following the initial monitoring or more frequently if necessary.

MENTORING PROGRAM

Mentors Application Form



6 months Appoemn mentoring program on 30th March, 2018 - 31st September, 2018

Date of Application: ____ \ ____ \ ____

CONTACT INFORMATION

Name:

Address:

Company:

Phone: _____ (mobile) _____ (home)

Email:

Website:

Gender: [] Male. [] Female.

State of Origin:

EDUCATIONAL BACKGROUND

University/ Institute:

College:

Additionally qualifications with dates:

EMPLOYMENT INFORMATION

Company/ Organization/ Faculty:

Position:

Signature:

Years of experience in current occupation:

Location:

MENTORING PROGRAM

Mentee's Application Form



6 months Appoemn mentoring program on 30th March, 2018 - 31st September, 2018

Date of Application: ____ \ ____ \ ____

CONTACT INFORMATION

Name:

Address:

Origin:

EDUCATIONAL BACKGROUND

University/ Institute:

College:

Additionally qualifications with dates:

EMPLOYMENT INFORMATION

Company/ Organization/ Faculty:

Position:

Signature:

Years of experience in current occupation:

Location:

MENTORSHIP PROGRAM ORIENTATION SESSION

Time: 50 minutes

Materials:

Flip chart presentation of Eligibility Criteria, Program process, Time commitments

Name, Address, Phone sheet

Mentors information session:

-Mentors Application cover letters mcl-02.

-Mentors Application forms mf-03.

Mentee's information session:

-Mentee's Application cover letters mcl-05

-Mentee's Application forms mf-06

Session Evaluation forms

Activities

1. Introduction to APPOEMN (Association) and Mentoring program

***Sign in attendance, to get everyone's name, address, contact phone number and email.**

***Give background of your organization and context of where you are working**

***Why a Mentoring service? “ Brainstorm “**

***How mentoring is different from other forms of business development support**

***Benefits for mentors and Mentees**

2. Program features

***Free to Appoemn registered Internship members**

***Opportunity for professionals and business people to give back to the industry**

***program developed through consultations with industry/ business operators and mentors**

***What businesses want help with and general area of assistance.**

3. Eligibility (have the criteria written out on the flip chart)

Mentor

- * Minimum 5 years professional experience, expertise developed or business experience, both in training and education.**
- * Interest in giving back to the industry**
- * Good communication skills and Patience, and non- judgmental manner**
- * Empathy for a Mentee and their business**
- * The ability to support and guide the Mentee using effective questioning techniques**
- * Availability to meet regularly with Mentee**
- * Availability to attend mentor orientation and training meeting.**

Mentee

- *Have been operating the current business for at least 6 months**
- *Is willing to participate in a business assessment that will identify business strengths and weaknesses**
- *Has a legal business**
- *Business has potential for growth**
- *Is willing to set business goals that is based on business assessment**
- *Is willing to follow a set work plan**
- *Is open to input that will guide them towards their goals.**

Mentoring program evaluation form

Date:_____. Mentor_____. Mentee _____

This evaluation is the:

_____ 3months, _____ 6months

Interview with the mentee:

1. Are you comfortable with the mentor's personality and style of teaching? Yes_____ No_____ Comments_____
2. Was your mentor able to provide the information needed or refer you to other resources? Yes _____. No_____ Comments:_____
3. Was your mentor (Yes or No?) _____ reasonable accessible, _____ honest, _____ trustworthy, _____ ethical in his/ her dealings with you? Comments:_____
4. Any concerns or problems? Yes_____ No_____. Comments:_____

Interview with Mentor:

1. Are you comfortable with the mentor's personality and style of teaching? Yes_____ No_____ Comments_____
2. Are you able to meet the Mentee's needs or refer him or her to other resources? Yes_____ No_____ Comments:_____
3. Was your Mentee (Yes or No?) _____ reasonable accessible, _____ honest, _____ trustworthy, _____ ethical in his/her dealings with you? Comments:_____
4. Any concerns or problems? Yes_____ No_____. Comments:_____



