

Roles & Responsibilities

RESPONSIBILITIES OF THE MENTEE

- Identify specific business related goals they would like this group to help them achieve
- Take an action-oriented approach to problem solving
- Provide networking leads that may be helpful to other members
- Help with problem solving and action planning by sharing ideas, experiences and knowledge
- Attend every meeting on time, please notify mentor if you are unable to attend
- Maintain a journal of ideas/thoughts/reflections to aid in setting goals and evaluating progress in reaching them
- Be open to the suggestions and creative comments offered to them by fellow group members and the facilitator
- Keep what is shared within the group absolutely confidential
- Complete online evaluation surveys as required

RESPONSIBILITIES OF THE FACILITATOR/MENTOR

The main role of the facilitator is to help group members develop and strengthen their entrepreneurial mindset; specifically focusing on business challenges and helping them discover solutions as a group and developing their business skills and knowledge. Specific functions include:

- Schedule time for meetings and create a space for the group to meet;
- Attend and facilitate all meetings;
- Keep meetings “on-track” by ensuring that the meeting flow format is followed;
- Share your knowledge, and insights on the topic being discussed;
- Encourage all members to participate actively in the group and facilitate balanced sharing;
- Encourage members to complete final evaluation survey;
- Acknowledge and celebrate business successes;
- Build and maintain a feeling of confidence and comfort between group members;
- Build and maintain a cohesive group with equality and respect between participants;
- Keep what is shared within the group absolutely confidential;
- Share resources including inspiring books, quotes, etc.;
- Help mentees to establish or maintain a business growth mindset.