



SUPPORTING
WOMEN ENTREPRENEURS
IN BC

Roles and Responsibilities

What are the roles & responsibilities of the Mentee?

As the Mentee, you are the initiator of the mentoring relationship. You need to be clear on where you stand in your business and where you want to go and prepare and share the set of goals and objectives that you hope to achieve from the relationship. You will make a commitment to the Mentor to work through these over the next six months and report on your progress.

The roles and responsibilities of the Mentee include:

- Enthusiasm in making and keeping contact with your Mentor, e.g. updates on progress
- Working with your Mentor to schedule regular meetings and check-ins i.e. phone, email, in-person
- Coming to meetings prepared, e.g. goals, questions, updates, etc. You need to have three goals prepared for your first meeting (page 16).
- Sharing expectations of what you want from your mentoring relationship
- Setting clear objectives and goals that you would like to achieve
- Being proactive by asking questions and taking initiative in communication, applying your learning, and reaching your goals
- Being willing to get outside your comfort zone, pushing your boundaries
- Being open to the advice, suggestions, and constructive feedback
- Taking new ideas and showing ambition in applying them to your business
- Following through on tasks and commitments
- Respecting the boundaries and time constraints of your Mentor
- Making a commitment to the mentoring relationship
- Keeping the shared personal information confidential

Supporting women entrepreneurs in BC

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What are the roles & responsibilities of the Mentor?

The main role of a Mentor is to help develop and strengthen the Mentee's business skills so she can achieve her business goals and increase her chances of success.

The roles and responsibilities of the Mentor include:

- Challenging the Mentee to move away from her comfort zone
- Inspiring and motivating the Mentee to reach her full business potential
- Helping the Mentee develop new goals and action plans to achieve them
- Providing feedback
- Helping the Mentee to manage her risks, e.g. avoiding unnecessary risks and taking appropriate ones
- Helping the Mentee to build confidence in her abilities as a business owner
- Opening doors to new contacts, networks, and resources
- Offering personal knowledge and experiences
- Making a commitment to the mentoring relationship
- Responding to questions on a regular basis and attending scheduled meetings
- Being encouraging and supportive
- Keeping the information shared by the Mentee confidential