WELCOME

Idaho Women's Business Center Mentorship Program is powered by Startup Space, a platform that houses both Mentors and Mentees and provides an opportunity for them to explore and connect.

The IWBC Mentorship program was designed to facilitate mentorship relationships between leaders in the community and Idaho women owned small businesses/entrepreneurs that support, grow and educate both personally and professionally. The IWBC Mentorship consists of two parts, Mentoring Connect and Mentoring Circles. The program is run through the Nampa IWBC office and facilitated through the Startup Space Mentorship Software with aides from Chamber Nation.

**Goals of the program:** To provide relationships that support, grow, and educate entrepreneurs and small business owners.

**Why:** To create impactful relationships that help take more Idaho women owned businesses and entrepreneurs to the next level in their business.
MENTORING CONNECT

Goal: Mentoring Connect is a program that facilitates 90 day one to one relationships between leaders in the community (with valuable business skills either in a general area or a certain field of work) and Idaho Women owned businesses/ entrepreneurs.

Mentee: Idaho women owned business owner or entrepreneur.
*Must be in Idaho, must be a woman, must be a 641 client of the IWBC

Expectations of mentee:

1. Mentee must create profile in our mentorship platform powered by Startup Space and complete their profile including but not limited to an image, info about both yourself and your business and more specifically what you are looking to be mentored on by noting your industry and interest categories.

2. Match with a mentor and request a meeting

3. During first meeting express goals and wants from the relationship and encourage a recurring meeting

4. Show up to every meeting scheduled with mentor *If you have to cancel, please give appropriate notice

5. Complete everything you agree to in the relationship *We ask that you donot waste the mentors time if you aren't going to put in the work.
Once you are logged in, please update your profile, review directional stories and check out your mentorship dashboard.

Accessing the IWBC Mentorship Program is incredibly simple! Visit this link and put in your email address and password. If you forgot your password either request a new password or use the magic link.

**Join Us**

The Idaho Women’s Business Center’s Key Connect Mentorship Program facilitates one-to-one mentoring relationships that connect small business owners (Mentees) with Mentors (experienced business owners, economic development professionals and valued volunteers) from around the state to assist in overcoming barriers of entrepreneurship. We believe that all women in business should sign up to have a mentor. Whether it is a one time phone call, coffee meeting, zoom, or a 90 day connecting program for a deeper dive, leading professional relationships will transpire for the benefit of all who participate.

Join the Mentorship Program now by registering to the right to start developing personal and professional relationships with others across Idaho who can help you learn and grow.

**Why Become a Mentor?**
- Develop your strengths
- Grow your passion for entrepreneurship
- Advance the economic impact
- Gain professional visibility

**Why Become a Mentee?**
- Grow your network
- Learn to overcome challenges
- Develop your business strategies
- Explore new ways to start your business

**LOGGING IN**

Once you are logged in, please update your profile, review directional stories and check out your mentorship dashboard.
How do I choose a mentor? First, complete your profile to inform others in the program about what you're looking to gain out of the relationship. By selecting your interest categories you will be matched with some recommended mentors. In addition you can browse through the list of mentors and send a mentoring message OR session request through the platform to those you would like to connect with.

How long will the mentors be available? We ask our mentors to make commitments of at least six months in order to ensure that the mentee is able to fully benefit from the relationship. If a mentor must leave the relationship early, we request at least one month's notice in order to search for a replacement mentor with similar background.

What should I do if my mentoring relationship isn't going well? We encourage letting the mentor know about the situation and contacting a program administrator as soon as possible. We will provide our full support to resolve the situation in a positive and satisfactory manner.
**Mentee Do's**

1. Take a proactive role in shaping the relationship.
2. Understand what you want from the mentoring relationship and communicate your goals and aspirations to your mentor. Balance a personal and professional relationship with your mentor.
3. Set aside time for the mentoring process and keep all scheduled appointments with your mentor.
4. Put the time with your mentor to its best use. Come to your meetings with planned topics for discussion.
5. Respond in a timely manner to your mentor’s feedback. Respond to emails from your mentor within two days of receipt.
6. Be open and honest with your mentor about your challenges and weaknesses.
7. If something concerning the mentor needs to be discussed with others, it should first be discussed within the mentoring relationship.

**Mentee Don't's**

1. Ask for advice on everything. Have a purpose in each request.
2. Blame the mentor if his or her advice doesn't work out.
3. Expect the mentor to know all the answers.
4. Commit yourself to obligations you cannot keep.
5. Cancel meetings/visits with your mentor at the last minute.
Connecting with Mentors

- Select your Mentee Dashboard from the sidebar

- Review your recommended Mentors
  - Click on profile and review their expertise
  - Message them and ask additional questions
  - Set up a session and invite them to connect
• Click on "Find my Mentor" from your dashboard
  ◦ Sort by interest
  ◦ Sort by expertise
  ◦ Review profiles
  ◦ Reach out with added questions

• Setting up a session
  ◦ Click Mentor Session
  ◦ Enter a Title i.e. "Sara Smith Mentor Session"
  ◦ Select Mentor by Name
  ◦ Put your location
  ◦ Select if it is online, or in person
    ▣ If online include a zoom link
    ▣ If in person provide a suggested location
Once the Mentor confirms you will receive a notification, you can add to your calendar and make sure you follow up on the assigned day in the confirmed manner of connection.

Please review the Do's and Don'ts included above to find some best practices on how to connect with your mentors and get the best out of the session.

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SUPPORT

For additional help:
helpdesk@startupspace.app
(813) 508-2707

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