IDAHO WOMEN'S BUSINESS CENTER MENTOR GUIDE
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.
**Goal:** Mentoring Connect is a program that facilitates a 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 completing their profile means 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. The interest category will help recommend mentors to you.

2. Match with a mentor and request a meeting through the Startup Space platform session request.

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 time.

5. Complete everything you agree to in the relationship *We ask that you do not waste the mentors time if you aren’t going to put in the work.
Expectations of Mentor:

Mentor: Any person with a skill set that can help a small business/entrepreneur. These mentors can be in a specific industry, have many years experience as a business owner or just have an applicable skill that would benefit the business owner such as marketing, accounting, etc. *Can be male or female, in Idaho or not, business owner or not.

1. Mentor must create profile in our mentorship platform powered by Startup Space and completing their profile means including but not limited to an image, info about both yourself and your business and more specifically what you are looking to mentor on by noting your industry and interest categories. You can list as many as applicable. The interest category will help recommend you to mentees.

2. Respond to all mentorship requests and messages within a reasonable time.

3. To encourage mentees to express their goals and establish consistent meeting times.

4. To provide a plan that will help them work on their goals. *This plan can include connections to new resources or people, education, support, tools and anything else they deem necessary to help serve the client.

5. To report back to the Mentorship Director with feedback about the relationship either through using the Business Advising feature in Startup Space or by responding back to survey requests sent from Mentorship Director.
Expectations of Startup Space:

Startup Space is a platform powered by E.I.C (Economic Impact Catalyst) dedicated to entrepreneurial led economic development. Its Mentorship Feature creates connectivity and relationship tracking to bring the best people together, making it easy to start, manage, and measure individuals and small business.

With the Startup Space platform you are able to:

- Receive recommended matching of mentors and mentees through their interest and industry for more successful connections.

- Create a no wrong door to entry and ease of access.

- Use purpose built tools to small business support in one distinctive place.

- Access a quick and effective helpdesk to answer any questions or needs: helpdesk@startupspace.app

- Experience both on desktop or mobile, including iOS and Android apps.
Once you are logged in, please update your profile, review directional stories, post in connect now and check out your mentorship dashboard.
What am I expected to do? Mentors are expected to provide their mentee with about one hour of support and interaction per month. Most of this interaction will take place via email and other web-related tools (for example, instant messaging) or face-to-face, as appropriate. Mentors should work with their mentee to determine what kind of support will be most useful—specific feedback related to finding jobs, general career advice, information on higher studies, technical information, personal encouragement, and so on.

How long will the commitment be? 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.

Are there any potential risks to me or my company? No. It is not appropriate for mentors to engage in any business transactions with their mentees; instead, the relationship should only involve the flow of general information and advice.

What should I do if my mentoring relationship isn't going well? We encourage letting the mentee 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.
**Mentor Do's**

1. Commit at least one interaction/hour of support per month.
2. Set aside time for the mentoring process and honor all appointments.
3. Invite the mentee to meetings or activities, as appropriate. Schedule meetings with planned topics.
4. Be flexible on meeting times and places.
5. Arrange frequent contacts through telephone, email, face-to-face, etc., as appropriate.
6. Respond to emails from your mentee within two days of receipt.
7. Keep information that your mentee has shared with you confidential. If something concerning the mentee needs to be discussed with others, it should first be discussed within the mentoring relationship.
8. Establish open and honest communication and a forum for idea exchange.
10. Provide honest and timely feedback to your mentee.
11. Provide opportunities for the mentee to talk about concerns and ask questions.
12. Above all, LISTEN.

**Mentor Dont's**

1. Try to give advice on everything.
2. Encourage mentee to be totally dependent upon you.
3. Provide your personal history, problems, animosities, successes, failures, etc., unless they are constructive contributions.
4. Be too busy when the mentee needs your friendship or your support. If you do not have time, give the mentee a heads up, so that they know when they can reach you.
5. Criticize.
Reviewing Member Directory

- When Reviewing the Member Directory you can:
  - Switch persona to Mentee to review all current Mentees
  - Search Mentees by name, interest or expertise
  - Click on profile and review their interests and other details
  - Message them to ask additional questions or to have them connect
  - You can also search via Mentor persona and connect with other Mentors in the community
When Reviewing your Mentor Dashboard you can:
- Review requested Mentee sessions
- Review a list of recommended Mentees
- Click on profile and review their interests and other details
- Message them and ask additional questions
- Reach out with a session request (see further instruction on next page)
Mentees Requesting a Mentor

When a Mentee requests a session from a Mentor, an email will be sent directly to a Mentor's email noting the steps to approve the session. You can approve sessions from your Mentor dashboard.

SESSION REQUEST:

Hello,

[NAME] Mentee has added you to a mentorship session. Please review the details below:

Session Details:
Location Type: Online Event
Map Location: Idaho Falls, ID, USA
Special Instructions: will send link once confirmed

Date: Mar 25th 2022
Time: 10:30 AM to 11:00 AM
Details:
I would like to meet to learn more about you and how you could support me with marketing.

Below you will have the option to accept or deny this mentorship request. Before making your selection, please sign into Startup Space in a new tab at https://startupspace.app/login. You may then click to accept or deny the mentorship session with the mentee listed above.

Click here to Accept this session request. We'll let SuS Mentee know.

Click here to Deny this session request.

All active mentorship sessions can be found under upcoming events in your user profile via desktop or within the events section of the app.

Please let us know if you have any questions.

The Startup Space Team
Requesting a Session with Mentee

- Mentors have the option to request a session with a current or new Mentee by doing the following steps:
  - Setting up a session
  - Click Mentor Session
  - Enter a Title i.e. "Sara Smith Mentor Session"
  - Select Mentee by Name
  - Select your or a 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
SUPPORT

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