

Welcome to the Raj Manek Mentorship Program,

Whether you are a Protégé or a Mentor this booklet will be a roadmap to the success of your mentoring relationship over the next year. We like to call it the Mentorship Passport.

Inside you will find:

- Meeting checklists
- Program offering options
- Period planning flowcharts
- Resource offering lists

Through this passport you will set your goals and expectations in the upcoming program, and track your involvement. Do not just throw this book in a desk and forget about it. If you use this passport over the course of the year to track your progress, you will ensure you take full advantage of the mentorship program and increase your chances for a successful mentorship period.

Please check <http://www.manekmentorship.sk.ca> for more information, resources, and more information on events, and schedule changes.

We would like to thank our sponsors, _____, for their generous contributions to our cause. Without their support we could not operate this program.

Best of luck.

Sincerely,

 RMMP Committee

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PROGRAM OFFERINGS

Profit Driver- Using your financial statements we will help you identify your business' financial strengths and opportunities. Using this data, you will be able to set meaningful goals to move your business forward. Our metric tracking dashboard is included in the Profit Driver package to provide a visual representation of your progress.

Board of Advisors- You will have the opportunity to meet with a Board of Advisors composed of fellow proteges who have a number of valuable strengths to help guide your success. Each board of advisors consists of one external moderator and five or more protege. Your Board of Advisors will meet once per a month and may be accessed via LinkedIn private group outside meeting time.

Business Reportcard- The Business Report Card is a triannual scorecard given at the beginning, middle, and end of the RMMP year to help you track your progress and the effect the program has had on your business. The Reportcard covers everything from vision, to finances, applying an objective grade to each topic.

COMMITMENT CONTRACT

FOREWORD

The purpose of this section is to outline the goals and commitments for the duration of your mentorship relationship. This form is to be completed by both the mentor and protégé.

Responsibilities and Expectations	
As a protégé you will be responsible for: <ul style="list-style-type: none"> • Operating your business • Sharing background information on your business and any previous business endeavours • Scheduling and preparing for meetings with your mentor • Taking advantage of social and educational events throughout the year • Accepting liability for success or failure of your business • Signing Confidentiality Agreement (see program coordinator) • Signing Commitment Contract 	As a mentor you will be responsible for: <ul style="list-style-type: none"> • Providing guidance and assistance as required • Encouraging protégé to seek additional professional expertise should it be required • Devoting sufficient mentoring time for protégé development (on average requires 2 hrs/month) • Signing Confidentiality Agreement (see program coordinator) • Signing Commitment Contract

Meeting Logistics	
Duration of relationship: _____ -- _____ (DD/MM/YYYY)	
Start date	End date
Frequency of meetings: _____ times/month	Length of meetings: _____ hrs
Monthly meeting preparation time to be invested:	
Protégé: _____ hrs/month	Mentor: _____ hrs/month

Agreements

As a mentor I am committed to:

- Introductory meeting at orientation
- Understanding protégé business
- Tour of business (if applicable)
- The meeting logistics and responsibilities specified above

As a protégé I am committed to:

- Taking notes in meetings
- Calling mentor ahead of time to arrange meetings
- Seeking additional assistance when needed
- Taking action on solutions decided in meetings
- The meeting logistics and responsibilities specified above

Protégé signature

Mentor signature

Print name

Print name

Date (DD/MM/YYYY)

Date (DD/MM/YYYY)

Goal Setting

First 90 day focus: _____

Accomplishments: _____

Second 90 day focus: _____

Accomplishments: _____

Third 90 day focus: _____

Accomplishments: _____

Fourth 90 day focus: _____

Accomplishments: _____

FAQ

Situations

Can I upgrade my membership level?

You may upgrade your membership level within XXX months of commencement of the program. After XXX months, you will not have sufficient time to take full advantage of promised services.

Can I be both a protégé and a mentor?

A mentor may not have a mentor, and a protégé may not have a protégé, however a protégé may be a mentor once their time as a protégé is completed, and a mentor may become a protégé after they have completed their mentorship term.

Can I request a seminar topic?

You may request seminar topics. Any request must be made before August when seminars are planned for the year. Please email info@manekmentorship.sk.ca with your request

Can I request/accept financial aid from my mentor?

If you choose to request or accept financial aid from a mentor or members of the program this transaction will be viewed as outside the mentorship program and the Raj Manek Mentorship Program will not be responsible for any liabilities or damages incurred through the transaction. We highly recommend proper legal documentation and care be used in any such transaction.

What constitutes confidential information?

Confidential information is any information pertaining to protégé, mentor, or volunteer businesses that has been shared through RMMP functions, but is not available to the public. If anyone has requested this information from you about another member's business, notify the owner immediately. If possible include the questioners contact information. Sharing of confidential information will result in legal action.

If I cannot attend a seminar can I still receive the slides/information?

If you are unable to attend a seminar you may request the slides and speaker contact information by email from info@manekmentorship.sk.ca or view webinars online at _____. We highly recommend attending the seminars for the networking and roundtable discussion afterwards.

What if my match isn't working out?

Sometimes a mentorship match just doesn't work. This is nothing to be embarrassed about. Contact us at info@manekmentorship.sk.ca and we will work with you to rectify the situation. A new mentor may not be requested after XX months as there will not be enough time left in the year to justify a mentor change.

What are the signs of a bad Mentorship match?

The following are a few of the more prominent signs of a poor mentorship relationship:

- Not meeting regularly.
- Meeting, but with no issues or objectives.
- No action on solutions decided in previous meetings.
- Protégé asking the mentor to *solve* the Protégé problems, rather than *give guidance*.
- Mentor hasn't been invited to Protégé business.
- Mentor doesn't understand the Protégé business.

How can I get the most out of the program?

- The more you put in, the more you will get out
- Be disciplined and serious about your business.
- Ask questions
- Be respectful towards mentor's suggestions. If you disagree, explain why.
- There is no shame in saying "I don't know." You can learn about any subject.

What should I do if I am unable to meet with my match?

Never leave your mentor (or protégé) in the dark. If you are unable to make a meeting let your match know. Protégés, it is your responsibility to ensure that your mentor is still available. Check in with them at least one day before your meeting. If you cannot make a meeting try to give at least a week's notice so you can reschedule the meeting.

How can I ensure productive meetings?

Go into meetings with a plan of attack. This can be something as formal as an agenda, or informal as documents you want to review. Don't go in blind, unprepared, and without a goal in mind for the meeting. This will set you up for a disorganized meeting that will likely result in no forward progress. If you agree to start a new practice in one meeting, don't meet again until that practice is in place (unless you have a new pressing issue), even if that means bumping back your next meeting a week or two. Remember that this meeting time is voluntary. Don't waste your mentors time and your own.

How long does the match last?

A one year commitment is suggested. A relationship which continues beyond one year is up to the mentor and protégé.

How often should we meet?

Monthly meetings are suggested, however, since schedules and expectations vary, the mentor and protégé, should work out the logistics of meetings at orientation, and record those expectations to paper in the "Commitment Contract". Meeting places can vary but we suggest they be held at the mentor's office. A monthly minimum of two (2) hours of meeting time, which includes phone calls and fax or email transmissions, is suggested.

Whose responsibility is it to arrange meetings?

The first meeting of the mentor and protégé will be at orientation. If you are unable to attend orientation please notify your Program Coordinator to schedule an alternative orientation. Meetings that follow are to be arranged by either the mentor or the protégé. Effort should be made by both mentor and protégé to initiate and maintain contact.

What documentation is required?

Mentors and protégés are required to complete their respective application forms found online at www.manekmentorship.sk.ca. Together the mentor and protégé are required to complete and sign a copy of the "Commitment Contract", "Release of Liability", and "Confidentiality Agreement" forms at their first meeting. These forms will be distributed upon commencement of the program. The completed forms can be submitted to the Program Coordinator or they can be mailed to:

The Raj Manek Business Mentorship Program
Greater Saskatoon Chamber of Commerce
104-202 4th Avenue North Saskatoon
SKS7K0K1
Canada

Telephone:

Phone: (306) 244-2151

Fax: (306) 244-8366

How is the Program Coordinator involved with the match?

The Program Coordinator is responsible for arranging and attending the first meeting between mentor and protégé (orientation). The Program Coordinator will explain the purpose of the "Mentor and Protégé Agreement", "Confidentiality Agreement" and the "Release of Liability" forms and provide their contact information to both mentor and protégé. The Program Coordinator is expected to follow-up at the two month mark and at least once every three months to monitor the process. Mentors and protégés are encouraged to call the Program Coordinator whenever they have questions, comments or concerns.

Beyond the match itself, are there other events for the Mentors or the Protégés?

Yes. There is an orientation workshop for mentors and protégés. Social functions, public awareness events and media opportunities are planned as well. In addition, the Program will facilitate seminars and roundtable discussions on a monthly basis. Furthermore, if you are enrolled in the platinum or diamond packages you can get access to Profit Driver business analysis, and a Board of Advisors among other helpful resources.

What happens when a match has reached one year?

The mentor and the protégé may choose to either rejoin the Program or continue their relationship beyond one year outside of this program. In the latter case, the Raj Manek Business Mentorship Program committee will no longer be involved.

What is the role of the Saskatoon and District Chamber of Commerce?

The Saskatoon and District Chamber of Commerce will play a key role in the delivery of the program. The Chamber, in partnership with the Raj Manek Memorial Trust Fund, will assist in all aspects of the program such as recommending mentors, and hosting seminars.

For any questions please contact info@manekmentorship.sk.ca or visit www.manekmentorship.sk.ca