



# Chamber Mentoring Program

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## Introduction

Mentoring is a career development strategy where mentors facilitate the development of learners by sharing known resources, expertise, values, skills, perspectives, attitudes, and proficiencies. Mentoring builds mentees' skills and provides mentors the opportunity to share proven leadership knowledge and techniques in leading chambers. Mentoring benefits the mentor, the mentee, and the community as we build stronger, more successful businesses and business relationships.

## Benefits of Mentoring

For Mentors:

- Proven method to share ideas, try new skills and take risks
- Enhanced capacity to translate values and strategies into productive actions
- Increased awareness of personal biases, assumptions and areas for improvement
- Renewed enthusiasm for role as experts
- Personal fulfillment by investing in others

For Mentees:

- Insight into the pros and cons of various career options and paths
- Increased self-awareness and self-discipline
- An expanded personal network
- A sounding board for testing ideas and plans
- Positive and constructive feedback on professional and personal development areas
- Accelerated training and development

## Relationship Parameters

Mentors are not expected to answer questions outside of their specific expertise. There will be times when a mentor refers a mentee back to the Chamber's database for a different or additional mentor in a different subject area.

Mentors and mentees will decide on an individual basis what their relationship will involve, how often they will meet, and for how long each meeting will be. Each case will be uniquely different and could require vastly different approaches. Some teams may only need to meet one time, while most teams will meet 1 to 2 hours per month.

## Expectations

Mentors are	Expected to:	Not expected to:
	Have reasonable expectations of mentees	Drive the relationship
Be a resource	Do the work for the mentees	
Provide feedback	Manage mentees as their supervisors	
Allocate time and energy as appropriate fitting into the mentors existing schedule	Be an expert in every area	
Help mentees develop appropriate plans	Provide personal counseling	
Follow through on commitments	Provide or find job opportunities	

Mentees are	Expected to:	Not expected to:
	Identify initial learning goals	Be an expert
Take responsibility for making first contact with mentoring partner(s) and scheduling meetings	Know all the questions they should ask	
Seek feedback	Get things right the first time	
Take an active role in their own learning	Fit all development goals into one mentoring relationship	
Allocate time and energy	Look to mentors for all answers about their work	
Follow through on commitments	Request personal counseling from mentors	

## Getting Started

Mentor applications are available at the Chamber.

Mentee applications are available at the Chamber.

For more information, please call the Chamber at 228.762.3391.



## Chamber Mentoring Program Mentor Application

Please fill out the form below so that we can not only match you up with an entrepreneur who will most benefit from your skill set(s), but also we can populate our website with solid profiles of our mentors.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Company(ies): \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

### **Skillset Inventory**

Everyone has their particular strengths. Please help us by telling us where you are most confident, so we can best connect you with entrepreneurs who will pair well with your strongest skills!

### *Areas of Expertise*

In what industry do you have the most experience? Please identify all which you have sufficient expertise to mentor a new business concept.

- Accounting
- Advertising/Marketing (promotions, branding, mobile apps, web marketing, social media, etc.)
- Business Development
- Customer Service
- Finance
- Food Services/Hospitality
- Human Resources (payroll, hiring/firing, employee relations, etc.)
- Insurance
- Intellectual Property
- Legal
- Real Estate
- Social Enterprise
- Strategic Planning
- Telecommunications
- Video/Audio Production
- Other: \_\_\_\_\_

*Please list your skillsets* (i.e. Business Model, Legal Advice and IP Discovery, Technology, Management Team, Operating Plan, Target Market, Sales Process, Distribution Channels, Financial and Cash Plan, Final Business Plan, Launch Plan, etc.)

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- I have read the Chamber Mentoring Program guidelines.  
*Please submit via email to JohnsonL@jcchamber.com or drop off to the Chamber (720 Krebs Ave, Pascagoula).*



## Chamber Mentoring Program Mentee Application

Please fill out and sign the form below so that we can match you up with a mentor who will be the most beneficial to your situation.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Position(s) Held: \_\_\_\_\_

### Needs Inventory

Everyone has their particular needs. Please help us by telling us where you are seeking help. Please fully describe your areas of interest on the lines below, so we can best connect you with proper mentor.

In what focus area(s) are you seeking assistance?

- |  |   |
|--|---|
| <input type="checkbox"/> Accounting                | <input type="checkbox"/> Intellectual Property  |
| <input type="checkbox"/> Advertising/Marketing     | <input type="checkbox"/> Legal                  |
| <input type="checkbox"/> Business Development      | <input type="checkbox"/> Real Estate            |
| <input type="checkbox"/> Customer Service          | <input type="checkbox"/> Social Enterprise      |
| <input type="checkbox"/> Finance                   | <input type="checkbox"/> Strategic Planning     |
| <input type="checkbox"/> Food Services/Hospitality | <input type="checkbox"/> Telecommunications     |
| <input type="checkbox"/> Human Resources           | <input type="checkbox"/> Video/Audio Production |
| <input type="checkbox"/> Insurance                 | <input type="checkbox"/> Other (identify below) |

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*As a participant of this program, I stipulate and agree to release, indemnify, defend, and hold forever harmless the Jackson County Chamber of Commerce, participating mentors, directors, employees, and other representatives from any and all damages and causes of action either at law or in equity that I may have as a result of my participation in the Chamber Mentoring Program.*

I, the undersigned, hereby acknowledge that I have read the foregoing, understand its contents, and have signed the same as my own free act and deed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please submit via email to JohnsonL@jcchamber.com or drop off to the Chamber (720 Krebs Ave, Pascagoula).*



# Chamber Mentoring Program Feedback Form

Thanks for participating in the Chamber’s Mentoring Program! Please provide your feedback below so we can continue to improve and grow the program.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ I was a: \_\_\_ Mentor \_\_\_ Mentee.

Please rate the following statements between 1 and 5 with 1 being worst and 5 being best.

I enjoyed the experience.	1	2	3	4	5
The mentor/mentee was well paired with me.	1	2	3	4	5
The mentor/mentee was respectful of my time and limitations.	1	2	3	4	5
For the mentee:					
The mentor demonstrated profound understanding in the area of expertise.	1	2	3	4	5
I learned valuable business practices from the mentor.	1	2	3	4	5
For the mentor:					
The mentee was receptive to feedback and advice.	1	2	3	4	5
The mentee took an active role in the relationship.	1	2	3	4	5
I would recommend participating in this program to my friends.	1	2	3	4	5

What did you learn from this experience? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have any further other comments to share? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_