

NSW CYBER BUSINESS EXCHANGE

BECOME A MENTEE

Mentees of the NSW Cyber Business Exchange are ambitious individuals who are a founder, director or an employee of a NSW-based cyber SME, whose role involves the promotion and growth of the SME business in the local and/or global market. The aim of the NSW Cyber Business Exchange Mentor Program is to offer development, guidance, business skills and support sessions within a formal mentoring and peer collaboration environment.

WHO WILL BENEFIT FROM BEING MENTORED?

The Mentoring Program is open to those involved in the promotion and growth of the SME cyber business, and is recommended for people who:

- Are interested in further developing their go-to-market potential
- Are seeking to further develop confidence and networking opportunities
- Would like to start or have started their own business or company
- Want to develop new skills, and confidence and identify areas for start-up, scale-up or SME growth
- Want to gain or increase knowledge of organisational culture, structure, and process within a start-up or scale-up

MENTEE COMMITMENT

Successful Mentor Program applicants will typically have the following characteristics:

- A healthy respect for learning and a desire for growth
- Preparedness to accept responsibility for their own career development
- Willingness to be challenged to achieve more
- An eagerness to bring issues and challenges for discussion
- An ability to approach the relationship with respect, trust and open mindedness.
- Are available and committed to attending the mentoring meetings and networking gatherings

THE PROGRAM

The Mentor Program offers a one-to-one relationship based on encouragement, openness, mutual trust, respect and a willingness to learn and share.

One of the keys to successful mentoring is matching prospective Mentee's with a suitable Mentor who has the relevant skills and experience to meet the needs and objectives of the Mentee.

To assist in this process, prospective Mentees are required to complete an Application Form for review and approval by the Program Committee.

Mentees will then be matched with a suitable Mentor, based on the criteria contained in the Application Forms (which are completed by both Mentee and Mentor), the Mentee's objectives and the Mentor's skill set and experience.



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Both Mentee and Mentor will be contacted to ensure they feel comfortable with their match. The Program Manager will be available throughout the Program to assist both Mentors and Mentees.

BENEFITS FOR THE MENTEE

Whether you are an employee seeking to grow and advance your career, or whether you are running a start-up, scale-up or SME and want to improve, Mentee's will receive coaching and support to:

- Help develop professional skills and self-confidence
- Become more effective and more empowered
- Increase skills and knowledge in go-to-market strategies, sales and marketing
- Develop a deeper understanding of culture, vision and values
- Learn to acquire leadership competencies and professional experience
- Encourage different perspectives and attitudes to one's work
- Challenge thinking by being provided a safe 'sounding board' for career guidance

THE ROLE OF THE MENTEE

To ensure that the Program provides prospective mentees with tangible career outcomes, it will be necessary to:

- Take responsibility for identifying and achieving your own development goals
- Ask questions – you can never ask too many and if your Mentor does not know the answers, they will know where to find them!
- Be open-minded – take advantage of the opportunity to be exposed to new ideas and concepts, even if they are not within your specific area of knowledge or expertise
- Remember to share your interests with your Mentor – they want to learn about you and your business
- Develop goals with your Mentor that you would like help in achieving during the Program
- Graciously receive both positive and constructive feedback, and implement any changes as appropriate
- Seek clarification on any points which are not understood
- Leverage your Mentor as both a resource for knowledge and sounding board for ideas and issues

OUTCOMES FOR MENTEES

Whilst Mentees may have specific goals they wish to achieve, the Mentor Program will seek to focus on the following core outcomes:

- **Purpose:** Business and career goals set and a plan to achieve those goals
- **Personal Development:** Knowledge of self, abilities, behaviours, communication and leadership skills
- **Business Skills and Strategy:** Understanding the business environment and skills required to manage and operate a profitable business, including go-to-market analysis, sales and marketing skills
- **Understanding management challenges:** Business finance; data and knowledge assets; evaluation and estimation; and risk management
- **Leadership:** Problem solving and decision making; planning and innovative thinking; ethics and fairness in the workplace

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WHAT CAN A MENTEE EXPECT FROM A MENTOR?

The role of the Mentor is to provide guidance and to be a sounding board for you. Mentees are required to provide goals and objectives based upon topics they have identified as important to them and their career/business. The Mentee then creates a Mentoring Statement that outlines their goals and includes proposed strategies and timeframes for achieving these objectives.

THE ROLE OF THE MENTOR

Mentors are tasked with the following duties and responsibilities:

- Understand the skills that the Mentee is required to learn during the Program and offer support in learning these skills
- Provide advice, perspective and feedback to the Mentee on ideas and plans before they are considered for further development
- Share wisdom and advice from the Mentors' experience, while allowing the Mentee to develop their own experience
- Encourage and support Mentees to complete the Program and its activities
- Hold the Mentee accountable for achieving the goals that they set for the Program
- Create opportunities that may not otherwise be available to the Mentee (e.g. increased visibility and access to networks)
- Attend required meetings and meet any commitments made to Mentees
- Offer suggestions to improve Mentee's skills, talents, abilities, initiative and commitment in preparation for future endeavours
- Offer challenging ideas that will inspire the Mentee to grow
- Help build self-confidence through praise, encouragement and constructive feedback

THE ROLE OF THE MENTOR DOES NOT INCLUDE

- Involvement in the running of the Mentee's business or job role
- Providing legal and tax advice
- Therapy or counselling on personal issues

PROGRAM LENGTH AND INCLUSIONS

- Five-month program
- Approximately 10 sessions/meetings of 1-2 hours duration, as mutually agreed
- Time and place of meeting to be mutually agreed between Mentee and Mentor
- Meetings can be held face to face, online or by telephone

FIRST MEETING INDUCTION (2 HOURS)

In the first meeting, Mentors and Mentees get to meet and know each other and discuss how to best work together throughout the Program.

The Mentee will complete the Application Form which will outline their strengths and weaknesses in various business and management skills. This will be sent to the Mentor prior to the first meeting and will provide the framework to establish Program objectives for the Mentee.

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FINAL MEETING

Your final meeting will review the objectives and achievements of the previous sessions.

CONFIDENTIALITY

Confidentiality is essential to enable the Mentee to be open, as well as to ensure the kind of genuine relationship necessary for success. Confidentiality ground rules are that aside from disclosures required by law, no personal, employment-related, or business information disclosed by a Mentee to the Mentor, or vice versa, can be disclosed to a third-party without the disclosing person's express written agreement.

MENTORING PROGRAM AGREEMENT

The [Mentoring Program Agreement](#) outlines the terms and expectations of the Program and the participants who are bound by the clauses. This is to be signed by both the Mentor and Mentee.