

Introduction to Enterprise Mentoring

SELF EVALUATION

Introduction

This self evaluation form is intended to provide you with the opportunity to evaluate yourself against the **SFEDI Enterprise Mentor Standards**.

The self evaluation is to allow you to compare your current skills, knowledge and understanding against the requirements of the qualification.

Working your way through this document will help your overall understanding of the Enterprise Mentor Standards. As you work through the document, make further notes on those areas where you feel you need some development in the comments section.

The self evaluation is not a pass-fail situation but an opportunity to identify where your strengths and areas for development and will be referred to when you attend the Introduction to Enterprise Mentoring workshop.

If you have any queries please contact SFEDI directly.

PREPARING FOR THE ROLE OF A MENTOR

Learning outcome As a mentor you will:	Assessment criteria As a mentor you can:	I can	I need to develop
1. Understand the skills and tools required by a mentor	1.1 Describe how good communication is essential to the role of a mentor	<input type="checkbox"/>	<input type="checkbox"/>
	1.2 Explain why a mentor must have good listening skills	<input type="checkbox"/>	<input type="checkbox"/>
	1.3 Identify types of question that can be used in the mentoring process	<input type="checkbox"/>	<input type="checkbox"/>
	1.4 Describe how each type of question can be used	<input type="checkbox"/>	<input type="checkbox"/>
	1.5 Identify a suitable feedback model	<input type="checkbox"/>	<input type="checkbox"/>
	1.6 Explain why it is important to use the feedback model	<input type="checkbox"/>	<input type="checkbox"/>
	1.7 Outline how reflective practice can be used in the mentoring process	<input type="checkbox"/>	<input type="checkbox"/>
	1.8 State the importance of assisting the mentee to problem solve	<input type="checkbox"/>	<input type="checkbox"/>
	1.9 Describe why the mentor must be a good role model	<input type="checkbox"/>	<input type="checkbox"/>
	1.10 Outline the function of the following documentation: a) action plans b) feedback forms	<input type="checkbox"/>	<input type="checkbox"/>
	1.11 Explain why it is essential to select a suitable venue for the mentoring meeting	<input type="checkbox"/>	<input type="checkbox"/>
2. Be aware of how to develop your own skills	2.1 List the skills relevant to the role of a mentor	<input type="checkbox"/>	<input type="checkbox"/>
	2.2 List my own personal skills relevant to the role of a mentor	<input type="checkbox"/>	<input type="checkbox"/>
	2.3 Compare my own skills against the personal skills that have been identified for a mentor	<input type="checkbox"/>	<input type="checkbox"/>
	2.4 Create a personal development plan with an appropriate timeline, stating how I will: a) improve the skills I already have b) obtain the skills I need	<input type="checkbox"/>	<input type="checkbox"/>
<i>Continues...</i>			

PREPARING FOR THE ROLE OF A MENTOR continued

Learning outcome As a mentor you will:	Assessment criteria As a mentor you can:	I can	I need to develop
3. Understand the legal and ethical requirements of mentoring	3.1 Describe what is meant by the boundaries of a mentor's role	<input type="checkbox"/>	<input type="checkbox"/>
	3.2 Identify legislation that is important to the role of a mentor	<input type="checkbox"/>	<input type="checkbox"/>
	3.3 Identify the importance of mutual trust and respect between the mentor and mentee	<input type="checkbox"/>	<input type="checkbox"/>
	3.4 Describe a potential barrier to an effective mentor/mentee relationship and how it could be overcome	<input type="checkbox"/>	<input type="checkbox"/>
	3.5 Explain why the mentor must consider Health and Safety issues when setting up a mentoring meeting	<input type="checkbox"/>	<input type="checkbox"/>
	3.6 Explain why the mentor must consider Personal Safety issues when setting up a mentoring meeting	<input type="checkbox"/>	<input type="checkbox"/>
<p>COMMENTS <i>Highlight particular strengths and potential development areas you may wish to share/explore:</i></p>			

ESSENTIAL ENTERPRISE KNOW HOW

Learning outcome As a mentor you will:	Assessment criteria As a mentor you can:	I can	I need to develop
1. Understand the competing demands, pressures and motivations that face an entrepreneur	1.1 Appreciate the emotional investment entrepreneurs make in their business	<input type="checkbox"/>	<input type="checkbox"/>
	1.2 Identify the major functions needed in a small business and how they link to and support each other	<input type="checkbox"/>	<input type="checkbox"/>
	1.3 Explain what it takes to successfully start and run a small business	<input type="checkbox"/>	<input type="checkbox"/>
	1.4 Identify the competing demands of running a small business	<input type="checkbox"/>	<input type="checkbox"/>
	1.5 List the diverse capabilities required of entrepreneurs	<input type="checkbox"/>	<input type="checkbox"/>
	1.6 Identify the need for entrepreneurs to take risks	<input type="checkbox"/>	<input type="checkbox"/>
	1.7 Recognise that running a business takes a lot of time, energy and commitment	<input type="checkbox"/>	<input type="checkbox"/>
2. Understand the financial aspects of running a business enterprise	2.1 Identify the financial requirements and sources of funding	<input type="checkbox"/>	<input type="checkbox"/>
	2.2 Explain how cash flows in and out of the business	<input type="checkbox"/>	<input type="checkbox"/>
	2.3 Interpret financial accounts	<input type="checkbox"/>	<input type="checkbox"/>
	2.4 Define basic accounting terms	<input type="checkbox"/>	<input type="checkbox"/>

Continues...

ESSENTIAL ENTERPRISE KNOW HOW continued

Learning outcome As a mentor you will:	Assessment criteria As a mentor you can:	I can	I need to develop	
3. Understand the marketing, sales and customer service functions within a business	3.1 Explain how to conduct market research	<input type="checkbox"/>	<input type="checkbox"/>	
	3.2 Explain how to understand customer needs	<input type="checkbox"/>	<input type="checkbox"/>	
	3.3 Outline the benefits of good customer service and how to measure and monitor it	<input type="checkbox"/>	<input type="checkbox"/>	
	3.4 Define the main terms of business	<input type="checkbox"/>	<input type="checkbox"/>	
	3.5 Outline basic marketing and sales techniques and tools	<input type="checkbox"/>	<input type="checkbox"/>	
COMMENTS <i>Highlight particular strengths and potential development areas you may wish to share/explore):</i>				