



Oifig Fiontair Áitiúil Cill Dara

Local Enterprise Office Kildare



Oifig  
Fiontair  
Áitiúil

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Local  
Enterprise  
Office

## MENTOR SERVICE Application Form

Tough decisions, a problem you haven't come across before, an issue or a project that lies outside of your experience and training: Entrepreneurs and Owner/Managers of small businesses value their independence but there are times when you need a sounding board and a helping hand. It is at times like these that you need a mentor.

Apply Online: [www.localenterprise.ie/Kildare](http://www.localenterprise.ie/Kildare)

## The Mentor's Role

Our mentors are practised business people with specialist skills in key business areas and with experience across a wide range of sectors and disciplines.

### The Mentor will:

- > Listen and share wisdom and experience.
- > Provide an objective view on the issues faced.
- > Question, challenge and encourage.

### The Mentor will not:

- > Make decisions for you.
- > Perform the functions of a paid consultant/executive/manager
- > Become a crutch to the business.

### Why engage the services of a Mentor?

You may decide to apply for mentor support for a range of reasons. Perhaps you:

- > Lack knowledge, skills or business experience.
- > May be dissatisfied with the progress of your business
- > May not be realizing your potential.
- > May feel isolated in the business.
- > May need strategic direction.

Clients availing of the service in the past have worked with their mentors on a range of issues including business planning, marketing and sales, financial management, strategic planning, feasibility testing and much more.

## The Benefits Reported

Past clients have reported tangible and intangible benefits from the programme.

### Tangible benefits include:

- > Increased customer base and sales.
- > Reduced costs.
- > Improved organisation and structure.
- > Jobs created/sustained.
- > Acquired new contracts/networks.

### Intangible benefits reported include:

- > New skills acquired.
- > Increased confidence.
- > More effective management.
- > Better understanding of business.
- > Sharper focus and informed decision making.

## The Application Process

Complete and submit application form and meet with our business development team for assessment decision and matching with suitable mentor.

Mentor sessions are **confidential** and all mentors have signed a confidentiality and ethics agreement.



# Client Application for Mentor Support

Name: \_\_\_\_\_

Business Name/Company Name: \_\_\_\_\_

Company Registration No: \_\_\_\_\_ Tax No: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Year Established: \_\_\_\_\_

Mobile: \_\_\_\_\_

No. of Staff: \_\_\_\_\_

Fax: \_\_\_\_\_

Estimated Turnover: \_\_\_\_\_

e-mail: \_\_\_\_\_

Estimated Profit/Loss: \_\_\_\_\_

Website: \_\_\_\_\_

Business Plan Available [yes/no]: \_\_\_\_\_

Accounts Available [yes/no]: \_\_\_\_\_

## Briefing Information for the Mentor

Business Description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Key Management Experience:

\_\_\_\_\_

\_\_\_\_\_

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Products/Services & Markets:

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Please list the three main issues you have identified where you require mentoring?

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If you wish, you can use additional pages to describe the business and attach with your application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

  
**Oifig Fiontair Áitiúil**  
**Local Enterprise Office**

*...Let's talk business*

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 **045 980838**

