



*Oifig Fiontair Áitiúil Loch Garman*

*Local Enterprise Office Wexford*

  
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Fiontair  
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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/wexford](http://www.localenterprise.ie/wexford)

## 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 realising 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.

### Important Information

A fee of €50 applies to each mentor session and a business can receive up to a maximum of 5 sessions in a calendar year at a cost of €250.

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

## Testimonials

"When you're self-employed it can be hard to stand back and always make objective decisions. It's those times, when your business goals wander off the radar a little, that you need some sound advice to get back on track. My mentor came to the rescue, listened, processed and offered expert guidance on how to achieve my goals. I couldn't recommend the mentor programme more. It gave my business an injection of creative, strategic thinking and the motivation to move forward with confidence."

**Karen Nolan, Karen Nolan Design**

"Mentorship has helped me to make major changes to my business. It has helped me to plan for the future and to set targets for future growth".

**Paul Cullen, Paul Cullen 3D CAD Drafting Ltd**

"We availed of the mentor programme to help us upgrade our HACCP System and Quality Management System. The help was invaluable and the mentor was excellent".

**Nicholas Dunne, Killowen Farm Products Ltd**



# 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: \_\_\_\_\_



*...Let's talk business*

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