Microsoft Business Mentoring Programme 2019/20

Application Form

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| **Company / Contact Information** | | |
| Company Name |  | |
| **Address** |  | |
| **Contact Name** |  | |
| **Job Title** |  | |
| **Contact Details** | **Tel:** | ***Mobile*:** |
|  | **Email:** | ***LinkedIn/Website*:** |
| **Year Established** |  | |
| **Agency (EI / LEO)** |  | |
| **EI Advisor or LEO Executive Name** |  | |
| **Advisor’s Tel and Email address** |  | |
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| **Business Background** | | |
| Principal Business Activity |  | |
| Company Profile and History |  | |
| Ownership and Management Structure |  | |
| Number of employees |  | |
| Product / Service Offering / Markets / Achievements in Irish and International markets, commercial traction in market etc. |  | |
| Turnover (Approximate) |  | |
| Profit (Approximate) |  | |

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| **Briefing Information for the Microsoft Mentor**  *A comprehensive brief will help identify the best-fit Microsoft Mentor for your needs. Microsoft will choose the companies to which they can add most value.* | |
| **Please outline:**  1. The aspect(s) of the business you would like your Microsoft Mentor to help you with  2. The skills you feel you need assistance with  **Please specify one key area** - *For example; operations (supply chain, project management), Finance, HR, Legal/IP, Engineering (applications and services, cloud, online properties and/or apps) Operations etc.* | |
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| *Microsoft Mentors are senior executives who volunteer to advise, guide and share their considerable knowledge based in their international business experience, with selected Local Enterprise Office and Enterprise Ireland client companies, with the key objective of accelerating growth and building client capability.* ***They are not consultants.*** *While they help clients identify a range of options for business growth, it is the client’s responsibility to choose the options and implement the plans.*  ***Assignments are for 5 meetings, typically 1 – 2 hours per meeting, taken place over 9 months.***  *Microsoft Mentors have signed a strict ethics / confidentiality agreement with EI and are covered under EI’s professional indemnity insurance. Following your initial discussions with the Microsoft Mentor, you may decide to have ongoing contact with one or more members. In each case, this is a matter for the company and the staff member(s) to agree. The Local Enterprise Offices, Enterprise Ireland and Microsoft accept no responsibility for advice given by a staff member to a company or for any act or omission on the part of any staff member. The company and the appointed Microsoft Mentor should put a written agreement in place to ensure that all confidential and / or commercially sensitive information is not disclosed to any unauthorised persons by the other party.*  *By signing this application form, you agree to indemnify the Microsoft Mentor for any action taken by the applicant or his business because of discussions with the Mentor; to act in good faith and with honesty in all dealings with the Mentor and to keep all appointments in a timely manner and to give reasonable notice (preferably a minimum 24 hours) of any necessary cancellation.* |

*Please email completed application form and any additional company information to* [gemma.conway@enterprise-ireland.com](mailto:gemma.conway@enterprise-ireland.com)*, tel: +353 1 727 2441.*

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| **Applicant Signature** |  |
| **Agency Executive Signature** |  |
| **Date** |  |
| **Approved by** |  |
|  | On behalf of EI / LEO / Microsoft Mentoring Team |