

Empowering MENTORSHIP PROGRAM

BROUGHT TO YOU BY KJ COMPANY AND CHORD MARKETING SERVICES.

Application and Self-Assessment

A mentoring relationship can give you an edge that differentiates you and elevates your capabilities. Wouldn't you benefit from a relationship with someone who provides knowledge, insight, support, and guidance? It's proven that mentoring enhances leadership skills, accelerates careers and provides many additional benefits such as:

FOR MENTEES:

- **Shorten your learning curve** and become more productive quickly.
- **Make Connections** - feel like you are part of the team.
- **Sounding board for ideas** - mentors can offer valuable insight into what it takes to get ahead. Giving insight on the best course of action in difficult situations.
- **Develop your knowledge and skills** – mentors help you identify the skills and expertise you need to succeed. They may teach you or advise you on where to go for the information you need.
- **Encouragement, support and help** working through specific problems, challenges or issues – at work or in your personal life.
- **Improve your communication skills** – Learn to communicate and/or communicate more effectively with people not like you, or that don't "speak the same language"
- **Advance your career** – a mentor helps you stay focused and on track in your career through advice, skills development and networking.
- **Gain insights** into best practices, new ideas, opportunities, possibilities and perspectives.

"A Mentor empowers a person to see a possible future and believe it can be obtained"
-Shawn Hitchcock

ARE YOU READY?

If you're ready to elevate your capabilities and career, develop your leadership skills and enjoy the satisfaction of a mutually beneficial mentoring relationship, complete the application below and send to info@empoweringmentorship.com by April 1, 2022.

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Name: _____

Company: _____ Position: _____

Sponsor Name: _____

List three objectives that you'd like to accomplish through this Mentoring Program:

Based on your self-assessment, please list the 1-2 areas that you want to work on through a mentoring relationship:

Based on your self-assessment, please list the top 1-2 skills/competencies that are your strongest. These are the strengths that you will bring to the mentoring relationship.

Commitment is critical to the success of the Mentoring relationship. Are you able to commit to the time requirements and communication with your Mentor for the duration of the program?

_____ YES _____ NO

Do you prefer that your mentor is: _____ Female _____ Male _____ No preference

Please provide any additional information you need or questions you have regarding mentoring and this mentorship program:

If you have questions or need additional information, please contact

Info@empoweringmentorship.com or call KJ at 847-833-8124 or Stacey at 404-822-4870

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The following is a self-assessment for mentees to use in establishing high level improvement goals. It provides a better understanding of your skill levels and an overall direction for the mentoring program. It is not all-inclusive, so feel free to write in additional areas that may not be listed.

Here's how it works: For each area, **score yourself 1-5** (1 means little to no experience and 5 being you are an expert) or NA (not applicable). Review your scores and circle the top 2-3 areas you want to work on. Be honest, this is your opportunity to drive the direction of your mentoring relationship and focus on the areas you prioritize. Also note the 2-3 skills or competencies that are your strongest in section 3 of the application. These are the strengths that you bring to the mentoring relationship.

Professional development

- Asking good questions
- Listening (listening first to understand and then speaking to be understood)
- Providing constructive criticism
- Receiving feedback and constructive criticism
- Communicating – speaking clearly with direction to others
- Written communication – writing letters and reports
- Leading others – motivating
- Leading without authority
- Managing vs. leading
- Transitioning from Team Member to Team Leader
- Visionary – able to share vision with team
- Attention to detail – ability to work carefully, methodically and safely
- Balance working with a team and working independently
- Conflict resolution – dealing with conflict and setbacks with team
- Problem solving
- Having a sense of urgency
- Negotiating
- Decision-making
- Understanding how to work through an organization (externally and internally)
- Running an effective Meeting – virtual and/or in person
- Other _____

Specific Skills

- Networking
- Software Programs – Excel, PowerPoint, adobe, etc.
- Email management
- Financial - budgeting, planning
- Effective Writing – emails, presentations, proposals
- Strategic Marketing
- Branding – maximizing your company's brand
- Utilizing social media effectively
- Presentation skills
- Effective follow up – quotes, projects, sales calls, emails
- Building trust and rapport
- Other _____

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Business Acumen

- Understanding a P&L
- Managing a company/department budget
- Catering a presentation to your audience
- Deciphering annual reports and quarterly earnings calls
- Strategic vs. Tactical Planning and Actions
- Voice of the customer
- Understanding and utilizing market data
- Other _____

Organization

- Time Management
- Productivity – output vs input
- Anticipating issues
- Goal Setting
- Balance daily & long-term goals. *(i.e.: Maintain success of small daily goals along with the big picture)*
- Planning & Prioritizing *(i.e.: Identify tasks as most urgent vs those that can be done later)*
- Setting a daily plan every day
- Staying on task – setting & achieving reasonable milestones
- Other _____

Industry Skills

- Understanding of the industry and who does what
- The role of the Manufacturer's Representative
- Knowing your customer base
- How a distributor makes money
- How a manufacturer makes money
- How your end-user makes money (contractor, industrial, etc.)
- Finding the decision makers in an organization
- Balancing manufacturer/distributor/end user relationships
- Reading and interpreting plans and specifications
- Understanding the sourcing/purchasing/operations process within an organization
- Other _____

Personal development

- Balancing (e.g. Work and family/home or work and school etc.)
- Not being afraid to fail
- Stress Management – in a healthy way
- Resilience – bouncing back from a set-back
- Dependability and accountability
- Confidence, Self-Esteem *(your own, as well as maintaining that of others)*
- Physical fitness - healthy lifestyle
- Dressing for the occasion/event/meeting
- Emotional intelligence *(ability to handle interpersonal relationships judiciously & empathetically)*
- Camaraderie/Inclusivity *(feeling a part of/trusting your team, making others feel part of a team)*
- Building a personal brand