

Empowering Women MENTORSHIP PROGRAM

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@KJCompany.net by January 30, 2024.

Name: _____ email: _____
Company: _____ Position: _____
Cell phone number: _____ Sponsor Name: _____

I was sponsored for this program because (please ask your sponsor if unsure): _____

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

If you have questions or need additional information, please contact KJ Van at Info@KJCompany.net or 847-833-8124 or Stacey Felzer at stacey@chordmarketingservices.com or 404-822-4870.

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



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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 2-3 skills or competencies that are your strongest. Note these on the Mentor Profile in section 2. The self-assessment is a guideline to get you thinking. Set your own priorities based on what you can contribute 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 Communication – 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, Distributor, Manufacturer's Rep and contractor
- Knowing your customer base
- How a distributor makes money
- How a manufacturer makes money
- How the end-user makes money (contractor, industrial, etc.)
- Finding the decision makers in an organization
- Reading and interpreting plans and specifications
- Understanding the sourcing/purchasing/operations process within an organization
- Navigating industry organizations like NAED, NEMRA, NECA, etc.
- 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

