

# Empowering Women

## MENTORSHIP PROGRAM

---

### Mentor Profile and Self-Assessment

Thank you for agreeing to give back to our industry as a mentor. It's proven that mentoring enhances leadership skills, accelerates careers and provides many additional benefits for both mentee and mentor. Please complete the following profile and return it to [Info@KJCompany.net](mailto:Info@KJCompany.net) by January 30, 2024.

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

Position: \_\_\_\_\_ Cell phone: \_\_\_\_\_

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

---

---

Please list the 2-3 key skills and competencies that you utilize most in your current role and that you can share with a Mentee? (use the self-assessment below as a reference):

---

---

Commitment is critical to the success of the Mentoring relationship. Are you able to commit to the time requirements (6 1-hour meetings over a 14-week timeframe) and communication with your Mentee for the duration of the program?

\_\_\_\_\_ YES \_\_\_\_\_ NO

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 KJ Van at [Info@KJCompany.net](mailto:Info@KJCompany.net) or 847-833-8124 or Stacey at [stacey@chordmarketingservices.com](mailto: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



# Empowering Women

## MENTORSHIP PROGRAM

---

The following is a self-assessment for mentors to use in highlighting skills and capabilities you can share with your mentee partner. We use these results to match the development goals of the mentee with the skills of her mentor. 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 \_\_\_\_\_



# Empowering Women

## MENTORSHIP PROGRAM

---

### 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

