

ANNEX 2

Please rate yourself on the following skills and knowledge currently about becoming a mentor to entrepreneurs. Please rate yourself honestly and quickly for each item.

Don't worry if you feel you do not currently have some of the competences as the mENTERing course will aim to equip you with knowledge and skills in all these areas in order to become a successful mentor.

At this stage before the course, we are interested in which mentoring skills and competences you are currently confident that you have and which ones you feel you need to develop further in.

Please work through each statement and place a in the box from 1 to 4

4 - I am confident I do this all the time/significant strength

3 - I am confident I often do this/competent in this area

2 - I sometimes behave in this way/could do more

1 - I rarely behave in this way/significant development need for me

		1	2	3	4
1	I am committed to my own self-improvement and development and in encouraging lifelong learning in others				
2	I understand the role of a mentor and the differences between roles of a mentor, supervisor, coach and teacher				
3	I understand the stages involved in being in a mentoring relationship and can adapt my behaviour and the tools I use appropriately for each stage				
4	I value mentoring as a worthwhile activity				
5	I understand the importance of being objective as a mentor – understanding my own values and how these might clash with a mentee				
6	I have sufficient understanding of gender and cultural diversity issues and how these can impact upon mentoring relationships				
7	I understand the importance of confidentiality in mentoring and how to set and manage boundaries between mentor and mentee				

8	I understand the importance of understanding and managing my emotions as a mentor and the importance of displaying empathy in a mentoring relationship				
9	I can use a variety of technology tools that can be used to manage and maintain an e-mentoring relationship e.g. emails, websites				
10	I have the ability to build a rapport/trust quickly and easily with new people				
11	I am a good time keeper and understand the importance of respecting the time set aside for developmental activities such as mentoring				
12	I have good planning and goal setting skills and understand SMART goals and how to help others set goals				
13	I am a confident problem solver and have the ability to come up with strategies with others to overcome potential problems				
14	I am able to structure meetings well – keeping clear records of issues discussed in order to help with action planning				
15	I can use technology in a way that allows more detailed and expressive communication online e.g. emoticons, phrases such as LOL-Laughing out loud				
16	I am a good story teller – I can remember and recall stories from my own life that might be relevant to others' situations				
17	I have active listening skills				
18	I know how to access information and resources relevant to others' needs				
19	I am aware of and understand the clues that non-verbal communication can bring to a relationship and can use this effectively to establish trust and rapport in new relationships				
20	I have good questioning skills. I understand different types of questions that can be asked and knowing how and when to ask the right questions to encourage reflection				
21	I am confident in my ability to give appropriate advice and guidance but aware of the need to refer mentees onto other more appropriate sources of support such as counselling where necessary				
22	I am able to give and receive feedback				
23	I understand the importance of maintaining professional distance within a mentoring relationship				
24	I am able to celebrate success and learn lessons from failure in both myself and others				
25	I am able to recognise when a relationship has come to an end and close the relationship in a mutually beneficial way				
26	I am committed to self-evaluation in order to improve processes				
27	I am able to offer some information, advice and guidance on careers within VET – just as a signpost and aware of the need to refer onto career guidance professionals				
28	I can help to support mentees in their career progression				
29	I am a confident networker and can link others into networks of people				

30	I am able to give feedback to mentees on how they have performed in a vocational task or activity and advise on ways to improve performance				
31	I am able to apply modelling and role playing techniques to support mentees' learning. I have a commitment to my own and others continual learning				
32	I understand the process of becoming an entrepreneur and the main functions of a business				
33	I understand the benefits of creative thinking and how to use creative thinking for business				
34	I understand how to focus on solutions rather than on problems				
35	I understand how to set up individual contracts/agreements with mentees – outlining roles and responsibilities and expectations from the relationship				
36	I understand the role of group dynamics and group processes				

Thank you for completing this questionnaire. Please send back to:
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