

BCS Entrepreneurs

Mentor's Information Pack

Prepared By

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1 OVERVIEW

This document has been developed by BCS Entrepreneurs to illustrate the potential benefits of a mentoring programme, and to map out the practical aspects of a pilot programme in the near future. It will be demonstrated that such a programme, on both a local and national level, will help drive BCS's overall goals.

The purpose of this document is to highlight the requirements for and benefits of registration as a mentor within the programme, as well as to provide the necessary examples of documentation.

2 INTRODUCTION

2.1 Mentoring

Mentoring, in the context of BCS, The Chartered Institute for IT is "a mutually valuable, long-term, business advisory relationship, conducted pro bono between individuals, not corporations".

While mentoring can, and often does lead to formal advisory relationships, to board relationships or to formal non-executive roles, the assumption is that both sides will gain equally, albeit in different ways, from the exchange of expertise, experience and perspective.

Business mentoring works in the space between consulting at one extreme and life coaching at the other. Mentoring is most effective when it is non-directive: in other words, when the mentor uses open questions to encourage the mentee to think creatively and to form their own conclusions.

However, experience is part of a mentors' value, and there will also be occasions when the mentor directly imparts information, opinion, contacts and experience.

2.2 BCS Entrepreneurs' Objectives

To provide a real-time forum for existing and would-be entrepreneurs, allowing them to network with a group of experts in their field and learn from their experiences in a holistic way. In addition to 'professional' career mentoring, conducted by members to members, BCS Entrepreneurs is working with other volunteer groups to provide 'entrepreneur mentoring' to emergent digital entrepreneurs.

2.3 BCS Entrepreneurs' Mentorship Programme

Our 2014 programme features inspirational networking events and 'Technology Start-up Schools', designed to drive awareness, promote mentorship and establish the organisation as the "go to" place for technology mentors and mentees.

Speed mentoring forms part of the networking events. Potential mentee attendees will be assessed (we propose a simple questionnaire to see how far they have developed their start-up plan) and qualifying individuals will go on to become leads for the Technology Start-up Schools.

These schools will allow mentees to understand first-hand the value of finding a mentor, and allow them to develop their plans and better work towards their future goals.

3 MENTORS

3.1 Mentorship Term

This can be either short or long term. Initially we suggest that it should be pro-bono for 6 sessions or 6 months. But at any time they (the mentor and mentee) can formalise the relationship.

Whilst the BCS will primarily provide technology mentors, there will be also be a drive to engage partners. These will either be individual mentors with other complementing skills, or organisations such as universities and incubators, that can provide specific mentorship, education and support.

3.2 Mentors' Objectives

| Objective |
|--|
| To provide a safe, objective, un-biased and non-judgmental learning environment for the mentee |
| To assist in the production of a mentee development plan |
| To facilitate the skills development of a mentee |
| To offer insights into challenges the mentee may be facing |
| To offer the mentee the opportunity of acquiring new knowledge and skills by understanding the mentor's practical experience |
| To introduce the mentee to other mentors from different disciplines when necessary |
| To accurately measure the outcomes against the plan and make the necessary adjustments |

3.2 Mentors' Qualifications

Mentors should be:

- BCS Member of MBCS & CITP status or above, or a full member of a partner organisation
- Have at least 10 years' experience in their field
- Have expertise of developing and deploying technology to achieve growth outcomes, not just efficiency gains
- Have previous experience of leadership, business development or strategy formation
- Be able to demonstrate commitment to maintaining mentoring expertise.

Mentors should be able to assist with key challenges such as:

- Clarifying vision and objectives
- Defining the market offering
- Developing business and technical strategies
- Understanding the business/technical impact of technology development and deployment choices

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- Understanding the competitive environment
- Constructing development plans
- Preparing a marketing plan
- Providing a confidential sounding board to help resolve issues and discuss opportunities.

3.3 Mentor's Checklist

Checklists should be supplied to mentors to allow them to shape their thoughts before embarking on a mentoring discussion. This helps them focus on what they can offer and what they would like to gain from the experience.

| Your Mentoring Mission | |
|--|-----------------------|
| What do I bring to the mentoring relationship? | |
| Strengths | Offers |
| | |
| Commitments | Constraints |
| | |
| What do I want from the Mentee in the mentoring relationship? | |
| Capabilities | Long-Term Aspirations |
| | |
| Commitments | Short-Term Aims |
| | |
| Mentor | |
| Signed: | |
| Name: | |
| Date: | |

3.4 MENTOR'S REGISTRATION

3.4.1 Mentor's Details

Please complete the following if you wish to register as a Mentor with BCS Entrepreneurs. Please provide a photo.

| Your Mentoring Mission | |
|--|------------------------------------|
| *** add a few words about your mentoring mission *** | |
| Name | Photo |
| | |
| Email (preferred contact method) | |
| | |
| Phone (if needed) | Membership (BCS, WCIT, name other) |
| | BCS & WCIT |
| Have you attained the CIP status? | Do you have Mentoring experience? |
| YES / NO | YES / NO |

3.4.2 Mentor's Experience

The following will be used when promoting events or at events.

| | Key Skills (name 3) | Sector / Industry |
|---|---------------------|-------------------|
| 1 | | |
| 2 | | |
| 3 | | |

Experience Background Snapshot

2 sentence INTRO when making presentations

3.5 Mentoring Agreement

In order to protect both the Mentor and Mentee we suggest that they have an agreement in place.

Please obtain independent legal, accounting and business advice before you sign the agreement.

Here is an example (copy available on request):

| |
|---|
| <p>MENTORING AGREEMENT</p> <p>DEED dated:</p> <p>PARTIES</p> <p>(1) [NAME AND ADDRESS OF MENTEE] ("Mentee");</p> <p>(2) [NAME AND ADDRESS OF MENTOR] ("Mentor")</p> <p>BACKGROUND</p> <p>(A) The Mentor is an individual with the professional skills and/or experience relevant to the requirements of the Mentee.</p> <p>(B) The Mentee wishes to access the Mentor in order to gain guidance and support for their career development.</p> <p>The parties agree that the relationship between them shall be as set out in this agreement. It is agreed as follows:</p> <p>1. The Services</p> <p>1.1 The Mentor has agreed to provide mentoring services to the Mentee, on the terms of this agreement.</p> <p>1.2 The services will consist of meetings and/or phone calls and/or email or other written and/or online communications between the Mentor and the Mentee from time to time, the exact content, frequency and duration of which will be as agreed between the Mentor and the Mentee.</p> <p>1.3 The Mentor shall not at any time be obliged to provide or continue to provide any mentoring services to the Mentee, but if and to the extent that they do, such services will be provided free of charge.</p> <p>1.4 The Mentee shall not at any time be obliged to request or receive mentoring services from the Mentor.</p> <p>1.5 The existence of this agreement shall not prevent the Mentor and the Mentee entering into a new and separate agreement whereby the Mentor provides services to the Mentee on a fee-paying basis, but if such an agreement is entered into, it shall replace and supersede this agreement, which will automatically terminate.</p> <p>2. Liability</p> <p>2.1 The Mentee shall not at any time be obliged to act on any information, suggestion, advice or guidance given by the Mentor as part of the services, but if and to the extent that it does so, it shall do so at its own risk. The Mentee hereby unconditionally and irrevocably waives any rights of action it may have as against the Mentor in relation to any such information, suggestions, advice or guidance.</p> <p>2.2 The Mentee is advised to take independent financial, legal or other appropriate professional advice before acting on any information, suggestion, advice or guidance given by the Mentor.</p> <p>2.3 The Mentee acknowledges that any services provided by the Mentor pursuant to this agreement are provided free of charge and in good faith. The Mentor will not be</p> |
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liable to the Mentee or to any third party for any loss, damage, costs or liabilities suffered as a result of this agreement, the existence of the relationships between the parties or the services provided. Nothing in this clause shall limit or exclude any liability for death or personal injury resulting from negligence or liability that results from fraud or fraudulent representation.

3. Term

- 3.1 This agreement will continue in force for a term to be defined by mutual agreement of the parties.

4. Confidentiality

- 4.1 Each party will keep in strict confidence and shall not use (except for the purpose of the mentoring described in this agreement) all and any information of a confidential nature which it obtains from the other party as a result of the arrangements contemplated by this agreement. This clause shall not apply in relation to any information that is already in the public domain at the time of disclosure or use or to information that either party is required to disclose by applicable law, to the extent of the required disclosure.

5. Miscellaneous

- 5.1 Nothing in this agreement is intended to, or shall be deemed to, constitute a partnership or joint venture of any kind between any of the parties, nor constitute any party the agent of another party for any purpose.
- 5.2 A person who is not a party to this agreement shall not have any rights under or in connection with it.
- 5.3 This agreement and any dispute or claim arising out of or in connection with it (including any non-contractual claims or disputes) shall be governed by and construed in accordance with the laws of England and Wales and the parties irrevocably submit to the exclusive jurisdiction of the English courts.
- 5.4 Clauses 2, 4 and 5 shall survive termination of this agreement.
- 5.5 You should take legal advice in relation to this contract if you wish to be sure that its terms will protect you. BCS will not be responsible for your use of the contract.
- 5.6 This agreement constitutes the entire agreement and understanding between the parties with respect to its subject matter and supersedes and extinguishes any prior drafts, agreements, undertakings, understandings, promises or conditions, whether oral or written, express or implied between the parties relating to such subject matter.
- 5.7 Except as otherwise stated in this agreement, the rights and remedies of each party under this agreement are in addition to any other rights or remedies under this agreement or the general law, and may be waived only in writing and specifically. Waiver of a breach of any term of this agreement shall not operate as a waiver of breach of any other term or any subsequent breach of that term.

This deed is delivered by each party when (and shall not have effect until) it is dated.

SIGNED as a DEED by [MENTEE] in the)
presence of)
)

Witness: Signature
Name
Address
Occupation
Date

SIGNED as a DEED by [MENTOR] in the)
presence of)
)

Witness: Signature
Name
Address
Occupation
Date

4 ACKNOWLEDGEMENTS

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