

Bray Lions Club

Supporting the Community

Welcome to the Bray Lions Club Cara Mentor Programme

The Motto of Lions International is 'We Serve'. Bray Lions Club is committed to serving our community through a range of projects and initiatives. We believe at this time of economic difficulty that among the real heroes who will rebuild our community and economy are those who set up new businesses or grow their existing ones. This can be a lonely and challenging task.

In Bray Lions Club we have a range of people with many years of experience in business and the professions. We have decided to make this experience available to people in our community who are trying to start a business or grow an existing one through our Cara Mentor Programme.

The mentoring is offered by our volunteers on a no fee basis

Guidelines

The following guidelines have been prepared to assist companies/individuals using our Cara Mentor Programme services to develop the best possible relationship with their Mentor and to answer some of the frequently asked questions.

What will my Mentor do for me?

The word Cara means friend in Irish and Mentor, which comes from the Greek, means "trusted advisor, friend, and confidant".

The Mentor assigned to you/your company has a clear objective – to help you grow and develop skills to enable you overcome barriers which are impeding your business's development.

Your Mentor will be able to give you the benefit of a vast amount of experience, together with an objective view of the issues you are facing. The Mentor will guide and advise you on the course of action to be taken in a given situation.

Your Mentor will not become actively involved in the day-to-day running of your business nor will Mentors assume the role of an executive of the company – that is not their job.

Mentoring delivers best results when everyone involved has clear objectives

Your Mentor will typically undertake an assignment of up to 5 meetings (this may increase if required, and with the agreement of both parties and the Programme Co-ordinator), at times and dates to be agreed between you. After the first meeting with your Mentor, everyone should have a clear understanding of the ground rules for the relationship and what needs to be achieved during the Mentoring period. We recommend that these objectives are written down in a clear and concise statement to assist both you and your Mentor to remain focused on your long term goal.

You should prepare for each meeting, deciding in advance what you wish to discuss and why. Providing your Mentor with an agenda in advance will help optimise the time you have and will also help to ensure positive action from each meeting.

Your Mentor will challenge you/your company to reach new heights

You have chosen to use the Mentor Programme service because you believe you can benefit from the advice and expertise of someone who has “been there, done that”. Often your Mentor will challenge you, stimulate your thought processes and even cause you to question decisions you have made.

Are you prepared to accept constructive critical comments; to listen and evaluate new ideas; to answer sometimes uncomfortable questions? Can you be open and honest about your strengths and weaknesses?

If the answer is “yes”, then you are open to accepting the advice and suggestions of your Mentor and to developing a good working relationship for the benefit of you and your company.

The Mentor Programme gives you flexibility and control

The Mentor Programme was established to help companies/individuals identify and overcome obstacles to future growth. A wide range of Mentors is available and every effort is made to match the Mentor to the specific needs of your company.

The Programme Co-ordinator will suggest a suitable Mentor based on your requirements as set out in the application form.

If you have a number of issues, for example in both finance and production, and need different skills to overcome these issues, more than one Mentor can be involved in an assignment.

Having chosen a Mentor if you feel that for whatever reason the Mentor is not meeting your needs, a different Mentor may be assigned to you.

While an assignment has a specific number of meetings (usually 5), it can be terminated earlier if you feel your objectives have been met.

In summary, you have both flexibility and control throughout the process.

Confidentiality

The most successful relationships are those which are based on mutual openness and trust. If the Mentor is to give you the best possible advice and assistance, he/she will need to know all the facts and background to you and your company. Remember that your Mentor will also need to feel that he/she can trust you with confidences about their own business experience. Every Mentor signs a strict confidentiality agreement so you can be assured that all discussions and correspondence between you, your Mentor will remain confidential.

Feedback

The Mentor will, where required, provide Lions coordinator with reports on the progress of the assignment against the agreed objectives.

In addition the Programme Co-ordinator may seek your views on the extent to which the agreed objectives have been met.

Is there a fee

There is no fee. However as it can be the case that something free can be taken for granted the mentoring arrangement can be terminated unilaterally for failure on the part of the client to keep appointments or not commit fully to the process. Please remember our mentors are volunteers and their time is precious.

Continuing the relationship?

The Cara Mentor Programme prohibits individuals from serving *simultaneously* as a Mentor and in any other role on behalf of a company. However, should you wish

involve your mentor further in your business on completion of Bray Lions Cara Mentor assignment both parties are free to conclude whatever long-term arrangements they may wish. Any such involvement will not come within the ambit of the Bray Lions Cara Mentoring programme.

Bray Lions Club Cara programme looks forward to helping you to achieve your goals.

Disclaimer

All decisions and actions taken by you and their consequences are your sole responsibility and no liability will attach to your mentor or Bray Lions Club for any loss or damage suffered by you arising from actions taken or decisions made by you arising from your involvement in this programme

More information?

If you would like further information on our Mentor Programme services, please contact: J J O'Dwyer 01 2761444, Email jjodwyer@indigo.ie or Tom McManus 01 2765325 Email: tnmcmanus@eircom.net.