



BUSINESS MENTORING PROGRAM Information for Prospective Mentors

Trade and Investment is the NSW Government's business development agency. The Department aims to stimulate the growth of micro-to-small-to-medium sized enterprises, a vital contribution to the economy of the State.

The Department offers a range of small business development programs to meet the needs of people operating established small and medium businesses, as well as new starters in business, in both metropolitan and regional areas.

Program Objectives

The objective of the Business Mentoring Program is to improve business development, networking and growth opportunities for small businesses in NSW by incorporating mentoring from experts to business owners.

Specific outcomes include:

- improving business management skills for small business owners/managers
- identifying and facilitating business growth strategies for small businesses
- providing opportunities for small business owners/managers to network and develop strategic alliances.

Program Components

A Business Mentoring Program runs for up to five months, involves between 15 and 25 participants and consists of four core integrated components:

- 15 hours of Small Group Business Skills Workshops
- 10 hours of Mentoring
- working on a Special Business Project or Outcome
- networking

Mentoring takes place throughout the Program period. The schedule of meetings between Participants and Mentors are jointly agreed.

Registrations can be sent to:

Port Macquarie Chamber of Commerce
PO Box 114
Port Macquarie NSW 2444

Or via e-mail to: info@portchamber.com.au

Or fax: 02 6583 2766

For more info, call the Chamber on 02 6583 4412



**BUSINESS MENTORING PROGRAM
Mentor Application**

Title: _____ **First Name:** _____ **Last Name:** _____

Business Name: _____

Trading as: _____

Business Address: _____

Suburb: _____ **State:** _____ **Post Code:** _____

Phone: _____ **Mobile:** _____

E-mail: _____ **Website address:** _____

Age:
 18-25 26-30 31-35 36-50 51-65 65 plus

Gender:
 Male Female

Previous Mentoring Experience: (either as a Mentor or being mentored)

Your Qualifications: (List any qualifications such as trade certificates, diplomas, degrees)

Your Business Training: (please list any business programs/courses undertaken)



Business type (industry sector):

- Business & financial services
Creative/arts
Education/training
Health/medical
IT industry
Manufacturing
Personal Services
Retail/Sales
Tourism/Leisure
Other

Do you currently own/operate a business? Yes No

Have you previously owned/operated a business? Yes No

Current/previous Type of Business:

Years of Operation:

Full Time or Part Time:

What Is/Was Your Role? (eg major duties, responsibilities, years in role)

Your Current/Previous Business Details (please circle)

Table with 5 columns: Financial Year, 1. No. of Employees, 2. Turnover, 3. Gross Profit, 4. Net Profit Before Tax. Rows for current and previous financial years.

- 1 = Number of full-time employees plus the full-time equivalent of employees working part-time.
2 = Gross sales less discounts and returns.
3 = Gross profit = net sales less cost of sales.
4 = Operating profit before income tax.

If not currently operating a Business, what year did you cease?



What business skills do you believe you will bring to the mentoring relationship? (ie areas of expertise)

What outcomes do you expect from a mentoring relationship?

How did you find out about the Program?

PLEASE PROVIDE THE CONTACT DETAILS FOR A RECENT BUSINESS REFERENCE:

Name: Telephone:

Resume Attached? Yes No

DECLARATION

- Department of Trade & Investment, Regional Infrastructure & Services reserves the right to determine eligibility based on information provided in the application form and all other pertinent information and is under no obligation to enter any agreement with the Applicant.
- Department of Trade & Investment, Regional Infrastructure & Services reserves the right for any assistance to be the subject of publicity and/or used for case studies.
- Any personal information provided to the Department of Trade & Investment, Regional Infrastructure & Services is voluntary and protected by the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002 (NSW). The information is essential to determine your eligibility to deliver the Department's Program. The information may be used to send you communications such as newsletters, flyers, and information about business-related activities. Please refer to our website www.business.nsw.gov.au for more information on our privacy policy and your rights to access or correct the information.
- The applicant will participate in any program evaluation conducted by the Department of Trade & Investment, Regional Infrastructure & Services
- Agreement to indemnify the Department of Trade & Investment, Regional Infrastructure & Services against all losses, liabilities, claims expenses and other costs arising in any way in connection with or as a result of this Expression of Interest Registration Form, any assistance provided, the Program and any related activity and any breaches to state or federal legislation including privacy legislation.

I have read and acknowledge the above declaration and I certify that the information provided in and supporting this application is true and correct.

Signed: Name: Position: