

Lion Foundation Young Enterprise Scheme - creating tomorrows entrepreneurs today

Thank you for taking on the challenge of being a Lion Foundation Young Enterprise Scheme (YES) Mentor. Mentors are essential for our Young Enterprise teams and we hope that you find it a truly rewarding experience.

As a Mentor you will work alongside the students, provide guidance and help them make their own business-based decisions. It is your input that changes this scheme from being a classroom based subject to an experiential programme.

The scheme is managed in the region by a co-ordinator who is the main contact point for students, schools and mentors. As well as communicating regularly with student companies, co-ordinators organise local YES events on behalf of Young Enterprise Trust, including the oral business plan presentations, trade fair and regional awards. A list of regional co-ordinators is listed on the YES page of the YE Trust web site www.yetrust.co.nz

Attached is some information on the role as well as the protocols of working within the school environment. Please use this in conjunction with the "YES Programme Booklet" which includes detail on the YES year, national competitions and awards.

Enjoy the experience and thanks again for contributing your time and expertise.

What Skills and Attributes should I have?

- ability to listen to student directors - engaging and challenging them to make sound decisions.
- ability to express business strategies and processes in a manner that the students find easy to understand and apply.
- ability to commit time on a regular basis to meet face-to-face with the students when required and via phone, email.
- be able to refer the students to suppliers of goods and services (desirable but not mandatory).

As a Mentor you will act as an **ADVISOR** to the student Directors. This help might include advice on preparing a business plan, marketing, selling, advertising, financial planning and delegating

Your biggest role will be one of **MOTIVATOR**. When other school and personal pressures affect the Directors, their motivation can drop dramatically. You need to be able to pick them up, encourage them toward success. This can be as simple as helping them to set short term (weekly) goals, and long term goals. Set some timelines and deadlines for the year ahead to help keep them on track. An

example may be setting a date for the draft business plan to be due for checking. Encourage them to participate in the regional and national events.

Another role of the Mentor is to act as a **FACILITATOR**, helping the YES Company Directors make decisions, but not making decisions for them. This could be done by questioning their decisions and encouraging them to look at other alternatives. It is important to be proactive in pointing out possible consequences of the different alternatives open to them without telling them what to do.

YES Company Obligations

A YES Company pays tax at 25% on reported profit to the YE Trust to support the programme in the regions and operates within the parameters of the YES constitution. Each student director has equal voting rights.

Shareholding

Mentors are able, with the YES board's approval, to buy shares in the company. These are classified as preference shares and will be paid back before the allocation to ordinary shareholders. As a preferential shareholder the Mentor does not receive voting rights.

Meetings

You can negotiate with the teacher and students where and when these happen. The teacher may make time available in a scheduled class or you may have to meet outside lesson time, particularly as some schools offer YES as an extra curricular activity. Encourage students to use proper meeting procedures and to keep meetings regular and precise. Remember your role is to participate in the meetings, not to chair them. Try to be involved regularly in the initial stages and then perhaps monthly once the business is up and running. Suggested meeting places are school classrooms, board rooms, your offices or café.

Keeping Safe

As a mentor a reminder that you put yourself in a potentially vulnerable position in regards to student safety. Schools and teachers keep to a protocol and you should follow some simple procedures. They include not being alone with a student, including car rides, or in your office and signing in and out as you enter and exit the school. If you are not sure, check with the teacher or YES regional coordinator.

If you have any questions please contact **YES Regional Coordinator**, Anita Keestra, **Auckland Tourism Events and Economic Development**, Ph: 262-7333, Mob: 021-484762 or Email: anita.keestra@em.org.nz