



MIF+ Project Workbook

move ⁺it forward
female digital starter weekend

2019-1-LU01-KA204-050116



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MIF+ Overview

Context

Statistical data shows that there are more women than men among the unemployed in almost all countries, with women outnumbering men among the long-term unemployed. In addition, country-specific socio-cultural factors, such as lack of social acceptance for private economic activity by women, lack of tradition concerning entrepreneurial education as well as gender-biased socio-occupational segregation, makes the achievement of a position in business particularly difficult for women.

Entrepreneurship provides an important avenue toward improving women's quality of life and access to well-paid careers. The development of female entrepreneurship requires, however, the elimination of gender barriers to starting business which are specific to their cultural contexts.

MIF+

MOVE IT FORWARD is a project aiming to innovate and support organisations in the field of entrepreneurial and digital education with a focus on women participants. The goal is to develop methodologies and offer new ways of collaboration and mentoring to support and encourage the women participants in launching their (digital) entrepreneurship projects.

The first action of **MIF** is the two-day hackathon, ***Move It Forward for Female Digital Starters*** event aiming to provide women with the skills, resources and access to expertise necessary to inspire them to take up digital entrepreneurship.

The second action of **MIF** is the four-month mentoring program aiming to accompany women entrepreneurs in building and launching their (digital) projects.

Why Mentoring

To carry on with what women have experienced in the two days of the Hackathon event is then the challenge for them and their trainers, in which a mentorship trajectory can help to build on the successes of the event. An ongoing collaboration between Move It Forward participants and coaches, speakers and jury members is therefore crucial as a follow-up to the event.

Community-building, by creating links between the participants and their community that will contribute to developing the project ideas from concept to self-sustainable products, is the main factor for achieving continuity and success beyond the **MIF** event.

This is why mentoring is a building block of the "incubating" program that provides participants with additional access to the "digital start-up" ecosystem, increasing their odds of launching a successful start-up.



MIF+ Mentoring Programme

Women often do not realize their own skills and have low self-esteem, which derives from the lower social status of women in many societies. In addition, women often lack the formal digital, management, accounting and marketing skills needed in order for them to be informed and to study online for professional and personal development. The path from their 'comfort zone' to a completely unknown 'learning zone' is not always an easy one, but the MIF programme is here for this purpose.

(To learn more: <https://www.youtube.com/watch?v=f6uOABIKJeg>)

The Mentoring programme includes 1-2 hours per month for four months. At the end, there will be an event with presentations from mentee teams. First and last meetings should be 1.5-2 hours. The project mentor and mentee teams should set communication expectations at the first meeting.

The MIF+ Project Workbook

The Project Workbook is designed for each MIF project mentor and mentee team as a template to follow during the mentoring programme, in line with agreement from both sides.

The workbook provides a general structure to organize meetings, record the objectives and goals set up together by the mentor and the mentee team at the beginning of the mentoring, and review the project progress through the sessions. In addition, it will be a common place for mentor and mentee team to share their thoughts, expectations and feedback in each session, and to note their ideas and tasks.

The workbook should be used by each project member in order to ensure project progress and empower the mentor and mentee relationship.

The Mentees' Roles

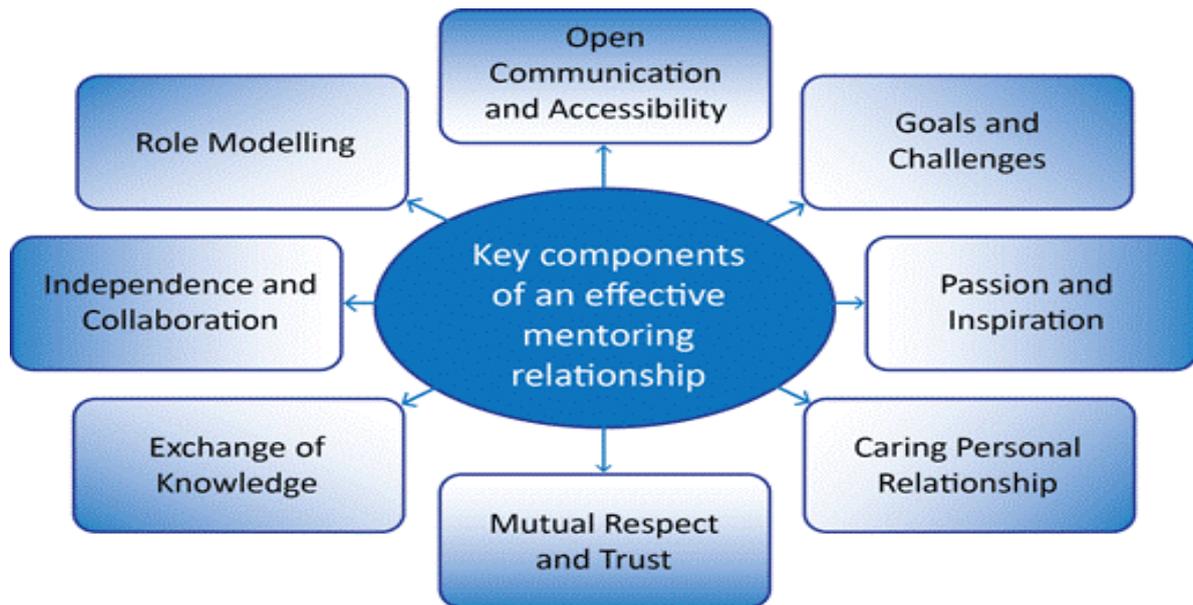
The mentee team is expected to be:

- 🕒 In control of the agenda, taking responsibility for the development of their project, rather than expecting 'quick fixes' from a mentor
- 🕒 Committed. For example: attending planned sessions, taking the actions planned with the mentor
- 🕒 Prepared to be challenged when the mentor feels that this, rather than perhaps sympathy, will be of benefit,

- 👤 Professional in the relationship with the mentor. For example: being punctual, respecting agreed ground rules, and talking openly and honestly with the mentor. (Clare Wakeham)

The Mentor's Roles

The mentor is expected to create a positive, supportive, and engaging relationship that pushes the mentee team towards progress and success.





Creating Positive Interactions

Asking Questions

There are two main types of questions – open-ended and closed-ended questions.

Open-ended questions encourage the opening up, expanding and exploration of a topic and tend to start with words or phrases such as “What, How, Where, Describe, Tell me about...”, for example:

- Tell me about your experience of.....
- How do you feel about....?
- What were your reasons for.....?

Closed questions control the limits of the person’s reply and can be used to focus, summarise, move to action and round off a discussion. Examples might be:

- Have you completed that action?
- What are your next steps?
- When are you going to do that?

Both types of questions are useful for different purposes; it is important to think about what results of each type and which will best serve the purpose of mentoring at any given time.

Giving and Receiving Feedback

Giving positive feedback is straightforward. Giving less positive feedback is more difficult but to help mentee’s development, it is important to give an honest, constructive response.

The following points may be helpful to you when you are giving feedback:

- Always start with positive comments.
- The mentee needs to feel the mentor still believes in them even if giving less positive feedback
- It is important to comment objectively on what happened, rather than giving opinions
- Listen carefully and show this by using your body language, eye contact
- Clarify problems. Restate and summarise issues
- Set targets
- Try not to convey disapproval or anger
- Do not allow the discussion to become unproductively prolonged



Commitments

Mentor Commitment

By signing the present document, the Mentor agrees to participate in the **MIF** Mentoring Program with the mentee team for a period of four months.

The mentor agrees to:

- 🕒 meet with the mentee team once per month, or more as desired by both sides
- 🕒 fill in the project workbook in collaboration with the mentee team, including providing feedback
- 🕒 comply with the applicable project guidelines, especially toward the **Erasmus Plus** program

In addition, they

- 🕒 acknowledge that their names may be publicly mentioned in the project communication and that their photos may be publicly used by the project or project partners
- 🕒 agree that they will not be compensated for their time

I hereby confirm my commitment to the Mentoring Programme of the project **MIF**.

Place:

Date:

The Mentor's (first name, family name):

Signature:



Mentee Team Commitment

By signing the present document, the Mentees agree to participate in the **MIF** Mentoring Program with the mentor for a period of four months.

The mentees agree to:

- meet with the mentor once per month, or more as desired by both sides
- fill in the project workbook in collaboration with the mentee team, including providing feedback
- comply with the applicable project guidelines, especially toward the **Erasmus Plus** program

In addition, they:

- acknowledge that their names may be publicly mentioned in the project communication and that their photos may be publicly used by the project or project partners
- agree that they will not be compensated for their time

I hereby confirm my commitment to the Mentoring Program of the project **MIF**.

Place:

Date:

The Mentees' names:

Signatures:



Data Protection Notice according to the EU General Data Protection Regulation

Erasmus+ Programme: MIF+Project Strategic Partnership for Adult Education

Transnational Project

1. *Responsibility for Data Protection*

The organisation Led By HER is responsible for data protection according to the data protection regulations.

You are not legally or contractually obliged to provide your data. Not providing any of the data that can be indicated voluntarily does not have any implications.

2. *Photographs and videos*

If Led By HER takes pictures or videos of participants during an event, they might be published via the following channels:

- Publication on the internet on the website of Led By HER or one of the partner MIF organisations
- Publication on social media channels (Facebook etc.) (internationally accessible)
- Publication in the annual programme, newspapers, brochures or newsletters (international)

3. *Data transmission*

As the corresponding project is a European one, we share your personal data and activity protocols with the following organisations or contractual project partners of Led By HER:

- Women in Digital Initiatives Asbl (Luxembourg) – Coordinator
- Centar Tehnicke Kulture Rijeka (Croatia)
- Digital Leadership Institute (Belgium)
- Fundatia Professional (Romania)
- Northtown Vilnius (Lithuania)

4. *Duration of storage and deletion*

Your data will be deleted after the end of the legal retention period.

Your data will be blocked for any other use, excluded from this is allowed postal advertising.

The data you provided within the use of our contact data will be deleted as soon as the communication has stopped or when your request is completely clarified and at the same time your data was not collected for contractual purposes. Communication to defend a right in the legal claim will be stored for the duration of the corresponding limitation period.

5. *Your rights*

You have the right to obtain information about your data stored at organisation XX, you are allowed to adapt incorrect data or have your data locked or deleted at any time.

Moreover, you can contradict the data processing and arrange that we transfer your data to someone else. You also have the right to make a complaint at the data protection regulatory authority.

_____	_____	_____
Place, Date	Name in block letters	Signature
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Team Introduction

Mentor

Mentor Name

Title & Place of Work

Personal Info and Journey

Career Info and Journey



Mentees

(duplicate section as needed)

Mentee Name

Title & Place of Work

Personal Info and Journey

Career Info and Journey

Motivation for Entrepreneurship and this Project



Project Introduction

Project Overview

Relevant Links & Google Drive Folder

Project Concerns & Aspirations

Team Member Roles

Team Strengths & Weaknesses

Current Plan & Timeline/Deadlines

Mentoring Objectives

Where do we want the project to be at the end of the mentoring program?



Sessions

Session I

Date/Time:

This initial meeting helps you get to know each other and find ways to work well together. Ideally, this meeting will last 1.5-2 hours.

Agenda

Introductions

- Team member intros
- Review motivations, project overview, worries and hopes about the project
- Discuss amount of time the team is able to spend per week/month

In-Depth Project Review

- Team roles
- SWOT analysis to dig deeper into the project
- Discuss timeline and potential goals for each session/month

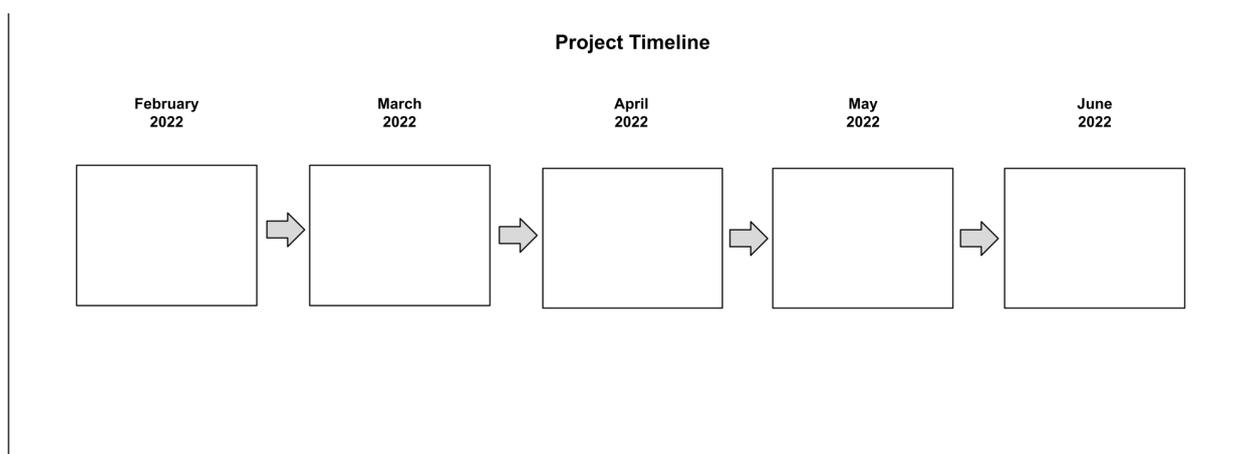
Next Steps

- Contacts and Connections
- Goals before next session
- Set up next session(s)
- Discuss communication plan between mentees and mentors
- Mentee team to set up meeting with business strategy coach for before next session

Meeting Notes

SWOT Analysis

Strengths S	Weaknesses W
Textsfgsfg	Text
Opportunities O	Threats T
Text	Text



Goals and tasks to complete before Session II



Feedback Session I

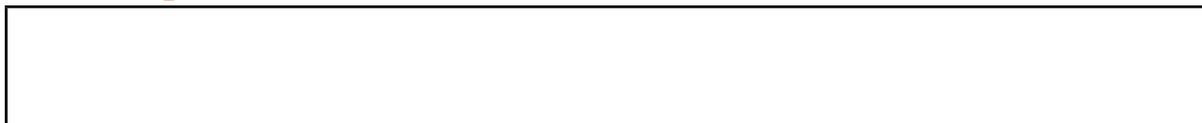
Mentor	
Mentee	

Progress after Session I

Mentee Team: Meeting Notes from Business Strategy Coach

Mentee Team: Other Progress Notes
(include notes from other meetings, barriers and questions that have come up, etc)

Mentor Progress Notes
(include estimate of time spent)





Session II

Date/Time:

Agenda

Review Progress

- Review progress notes
- Review business strategy session info
- Review goals
- Review timeline—is it still valid?

In-Depth Project Review

- What is getting in the way?
- ??

Next Steps

- Contacts and Connections
 - Set up meeting with marketing or finance/fundraising coach
 - Which would be most useful for next steps?
 - What questions do we have for them?
 - Set up and hold meeting before next session
- Goals before next session
- Set up next session(s)

Meeting Notes

Were goals met? (highlight number– 1: none, 5: all)

1 2 3 4 5

Why?

Goals and tasks to complete before Session III



Feedback Session II

Mentor

Mentee

Progress after Session II

Mentee Team: Notes from xx Coach

Mentee Team: Other Progress Notes

(include notes from other meetings, barriers and questions that have come up, etc)

Mentor Progress Notes

(include estimate of time spent)



Session III

Date/Time:

Agenda

Review Progress

- Review progress notes
- Review business strategy session info
- Review goals
- Review timeline—is it still valid?

In-Depth Project Review

- What is getting in the way?
- ??

Next Steps

- Contacts and Connections
 - Set up meeting with marketing or finance/fundraising coach
 - Which would be most useful for next steps?
 - What questions do we have for them?
 - Set up and hold meeting before next session
- Goals before next session
- Set up next session(s)

Meeting Notes

Were goals met? (highlight number– 1: none, 5: all)

1 2 3 4 5

Why?

Goals and tasks to complete before Session IV





Session IV

Date/Time:

Agenda

Review Progress

- Review progress notes
- Review coaching session info
- Review goals
- Review timeline—is it still valid?

In-Depth Project Review

- What is getting in the way?
- ??
-

Meeting Notes

Were goals met? (highlight number— 1: none, 5: all)

1 2 3 4 5

Why?

Feedback Session IV

Mentor:

Mentee:



Feedback Overall Mentoring Relationship

Mentor:

Mentee:



Future Goals, Plans, & Timeline

Project Timeline

