**MENTORSHIP PROGRAM AGREEMENT**

This mentorship program is an initiative of the French Chambers of Commerce and Industry abroad, in partnership with the “Conseillers du Commerce Extérieur” (CCE). This program offers the SMEs and the French Entrepreneurs, the members of French Chambers of Commerce & Industry, an opportunity to have a mentor to guide them and help them in their development.

**DEFINITION OF THE PROGRAM**

It is a free of charge program offering the volunteering services of the established mentors, business managers and experienced senior executives. This includes the time they dedicate to the French SMEs and Entrepreneurs and advice they offer in respect to various business matters. Experts in their respective fields, they are members of the CCE.

It is a 12-month renewable support based on a personal and individual relationship between Mentor and Mentee with a mutual commitment for at least 6 meetings.

The commitment of Mentors is strictly personal (not a part of their company’s consultancy services, for example) and the success of the program is based on trust, respect and confidentiality.

After 6 months, Mentees will be required to provide their feedback to help improve/optimize the program.

**ELIGIBILITY CRITERIA FOR MENTEE**

* FSACCI member &
* French Entrepreneur with a proof of at least 6 months’ activity in the given market or
* Representative of a French SME either recently opened or with the objective to accelerate its’ development

Every candidate of the Mentorship Program must submit the application form. Upon the reception of this application, the Committee of Control of the program thoroughly examines it and provides a mentor that seem to match the needs of the applicant.

The future Mentee then gets in touch with the proposed mentors and starts the program in case of a positive match with one of them.

Exempting clause of responsibility and confidentiality clause

This Mentorship program frees the CCI FI, CCE and Mentors of any responsibility. It is fully entitled to Mentors and Mentees who commit to keep the confidentiality of their interactions.

**ANNEX 1**

**THE MENTORING RELATIONSHIP FOR MENTEE**

The Mentorship Program relies on a confidential and regulated approach. Mentor accompanies and motivates Mentee to undertake business decisions and to progress further and autonomously.

For Mentee, it is a way to benefit from the experience of a motivated expert who is willing to share his knowledge in the field of his interest.

Benefits for Mentee:

• Open discussion of the business matters with an experienced professional

• Neutral and objective opinion in respect to his business

• Possibility to define and/or clarify business objectives

• Step back and better assess the situation prior to taking important decisions

• Emerge from isolation

• Feel encouraged and motivated

• Enlarge his/her network in his business domain

The Mentor’s contribution can be tactical, practical or strategic. Overall, the relationship between Mentor and Mentee is personal. The exchange of ideas and opinions remains private and sometimes confidential. The assistance of Mentor provides Mentee with an opportunity to receive an eventual support from the Mentor’s and the CCI FI networks.

Keys to success:

• Readiness to commit and get involved with one another

• Aspiration for further personal and professional development

• Transparency and sincerity

• Willingness to learn and develop his/her entrepreneurial skills

• Open minded attitude to Mentor’s advice and recommendations

• Willingness to share and to be challenged

• Respect of confidentiality between both parties

**ANNEX 2**

**THE ROLE OF THE MENTOR**

Mentor is not a free consultant neither a project manager and does not provide solutions or resolve problems. The relationship between Mentor and Mentee is fundamentally personal, and both of them can freely express their thoughts, ideas and opinions.

 **Responsibilities of Mentor:**

• Counsellor: helps analyse the Mentee’s strategy and imperatives, provides guidance on how to optimize the approach to business. He does not only give advice, but also challenges the situation.

• Spectator with an objective perspective: remains neutral, but considerate. Mentee can have frank discussions with his Mentor, which often helps to better assess the situation and find appropriate solutions.

• Guide: Mentor, due to his/her expertise in the field, can funnel the Mentee’s ideas and objectives according to the existing business environment and help accelerate the processes.

**Mentor is an associate who:**

• Listens and questions

• Shares his/her experience

• Accompanies Mentee in understanding himself/herself and finding the

appropriate business solutions

• Allows to escape isolation

• Challenges and provides support in resolving business problems

• Motivates for action

**Code of good practices**

Mentor is a volunteer. No reward or financial compensation should be offered to or accepted by Mentor for his services.

**References for the program’s methodology**• The role of Mentor and Mentee

• Succeed with mentorship

 **MENTORSHIP PROGRAM**

**MENTEE: as reminder, the program is open for applicants corresponding to the following criteria:**

☐ FSACCI member &

☐ Project initiator/Start-up/SME recently set up in the country, with a link with France or

☐ French Entrepreneur with a proof of at least 6 months activity in the given market or

☐ Representative of a French SME aiming to accelerate its development

Name ---------------------------------------------------------------------------

Nationality ----------------------------------------------------------------------

Mobile --------------------------------------------------------------------------

E-mail --------------------------------------------------------------------------

**Your Company**

☐ French Subsidiary or

☐ Company established in ------------------------------------------------------------------------------------

Date of creation of the entity ---------------------------------------------------

Number of employees ----------------------------------------------------------Industry --------------------------------------------------------------------------

Description of your company and the state of progress of your projects (including products & service, target market, covered market, market share etc.)

**You:**

Number of years of professional experience

☐ Less than 5 years ☐ 5 to 10 years ☐ 10 to 15 years ☐ More than 15 years

Since when you work in --------------------------------

☐ Less than 2 years ☐ 2 to 5 years ☐ 5 to 10 years ☐ More than 10 years

Your background, areas of expertise and other information

Your main expectations regarding this mentorship program:

Date:

Signature:

You can also send us your CV, presentation of the company and other documents with the application form directly to business@fsacci.co.za

**MENTOR:**

Name ---------------------------------------------------------------------------

Nationality ----------------------------------------------------------------------

Mobile --------------------------------------------------------------------------

E-mail --------------------------------------------------------------------------

Your background, areas of expertise and other information.

You can also send directly your CV and application form to business@fsacci.co.za

Date:

Signature: