



## THE ROLE OF A BUSINESS COACH / MENTOR

We thank you for your interest in becoming a Coach / Mentor. Below are the qualifications we believe are needed for our program:

### Qualifications:

- ✓ Experience in writing or evaluating Feasibility / Business Plans.
- ✓ Experience in working with the defined target population.
- ✓ Experience as a business owner, adult education instructor, or affiliation with the Small Business Development Center.

### Preparation:

- ✓ Participates in Facilitation Team meetings as requested by the Facilitator.
- ✓ Reviews assigned readings prior to each session.

### Duties and Responsibilities:

- ✓ Attends all class sessions (12 total, including graduation).
- ✓ Keeps Facilitation Team informed of progress and any special needs of assigned participants.
- ✓ Critiques completed take-home assignments each week.
- ✓ Evaluates completed sections of Feasibility Plans at regularly scheduled intervals.
- ✓ Discusses business licensing requirements with each assigned participant for their particular business.
- ✓ Reviews completed Feasibility Plans with assigned participants at the end of the program.
- ✓ Assists guest speakers by keeping participants on task, formulating questions, and helping with the transition to and from presentations.

Strengthening Small Businesses  
Supporting an Entrepreneurial Spirit  
Putting People Back to Work

[www.goodwillswfl.org/microenterprise](http://www.goodwillswfl.org/microenterprise)