



THE ROLE OF A BUSINESS COACH/ MENTOR

We thank you for your interest in becoming a Coach/Mentor.

Below we have outlined 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 a Small Business Development Center.

Preparation:

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

Duties and Responsibilities:

- Attends all FastTrac sessions (10 sessions total).
- Keeps Facilitation Team informed of progress and any special needs of assigned participants.
- Reviews and critiques completed take-home assignments each week.
- Evaluates completed sections of Feasibility Plans at regularly scheduled intervals.
- Reviews business licensing requirements with each assigned participant for their particular business.
- Follows up with assigned participants at the end of the program for completed Feasibility Plans. Critiques and evaluates Feasibility Plans.
- 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 or www.swflmicro.org