



CITY OF GAINESVILLE

SMALL BUSINESS MENTORING PROGRAM





Publicity Efforts

- Mail-Outs
- Email Invitations
- Fall Small Business Workshop at GRU Building
- Small Business Workshop at Gainesville Housing Authority
- Chamber-eJournal Advertisement
- CEID
- Alachua EO
- Occupational License Listing Solicitation
- Gainesville Guardian



Gainesville Area
 CHAMBER OF COMMERCE



BUSINESS DIRECTORY

JOIN THE CHAMBER

MEMBER LOGIN

ACCREDITED

MEMBER SERVICES | ECONOMIC DEVELOPMENT | EVENTS & NEWS | EMPLOYERS | ABOUT US | CONTACT US | SEARCH THE CHAMBER | GO



Business News

Business News



City of Gainesville Accepting Applications for Potential Small Business Mentors and Mentees

October 26th, 2014 by gainesvillechamber

The City of Gainesville is now accepting applications from potential Mentors and Mentees for the City of Gainesville's Small Business Mentoring Program. Please submit applications by December 31, 2014. The Office of Equal Opportunity will be hosting a launch event where you will meet prospective Mentors, Mentees, City Staff, as well as Small Business representatives from other agencies. You will also have an opportunity to hear more information about our program! Please join us in celebrating this new initiative! Applications can be downloaded at www.gainesvilleequalopportunity.org.

BUSINESS NEWS

- ▶ City of Archer Presents the 2014 BBQ Challenge
- ▶ Congratulations Boris!
- ▶ Downtown Festival & Art Show, Jewel Box Concerts and Cane Boll & Fiddlefest Highlight November Events with the City of Gainesville Parks, Recreation and Cultural Affairs Department
- ▶ Join Gainesville Harley-Davidson in Supporting



Our Purpose

- Recruit established business owners to mentor small business owners who desire to grow and develop their businesses.
- Pair small businesses with larger more mature businesses for training in order to enhance all aspects of their business operations. (i.e. accounting, management, bonding, insurance)



Mentor and Mentee Apps Received

Mentor Apps Submitted:

- 1) Charles Perry Partners, Inc
- 2) SKANSKA USA Building
- 3) Marshall-Carter & Carter LLC

Mentee Apps Submitted:

- 1) Sun Power Lawn Care
- 2) Pamela Lawrence Cleaning & Janitorial Services
- 3) Ms. Scrubbing Bubbles
- 4) DMD Health & Safety Training Services
- 5) Sunrise Cleaning By Tequila
- 6) Essence Events
- 7) Eastside Pop Shop

Qualification, Responsibilities, & Benefits for Mentors and Mentees



- **Mentor Qualifications**
- **Mentor Responsibilities**
- **Mentor Benefits**



- Mentee Qualifications
- Mentee Responsibilities
- Mentee Benefits



The Matching Process

- Equal Opportunity staff reviews applications received from mentors and mentees and pair based on the mentor's field of training offered as well as mentees areas of interest for mentorship.
- We will make the best-suited partnerships based on information received from each applicant (mentors/mentees).
- It may be beneficial at times for more than one mentor or mentee to be assigned to a team.

Non-Construction Pairing Example

TOTAL # OF MENTEEES	
Areas of Interest for Mentorship:	
Accounting	8
Management	
Marketing	
Payroll	10
Hiring/Staffing/Human Resources	1
Estimating	
Purchasing	
Financial Management	
Technology	
Business Planning	
Plan Reading/Bidding	
Bonding/Insurance	
Construction Trades	
Other area not identified:	

TOTAL # OF MENTORS	
Areas of Interest for Mentoring:	
Accounting	4
Management	
Marketing	
Payroll	4
Hiring/Staffing/Human Resources	1
Estimating	
Purchasing	
Financial Management	
Technology	
Business Planning	
Plan Reading/Bidding	
Bonding/Insurance	
Construction Trades	
Other area not identified:	

Construction Pairing Example

TOTAL # OF MENTEES	
Areas of Interest for Mentorship:	
Accounting	8
Management	
Marketing	
Payroll	10
Hiring/Staffing/Human Resources	1
Estimating	
Purchasing	
Financial Management	
Technology	
Business Planning	
Plan Reading/Bidding	
Bonding/Insurance	
Construction Trades	
Other area not identified:	

TOTAL # OF MENTORS	
Areas of Interest for Mentoring:	
Accounting	4
Management	
Marketing	
Payroll	4
Hiring/Staffing/Human Resources	1
Estimating	
Purchasing	
Financial Management	
Technology	
Business Planning	
Plan Reading/Bidding	
Bonding/Insurance	
Construction Trades	
Other area not identified:	

Construction Pairing Example

Areas of Interest for Mentorship

Division 1: General Requirements

Division 2: Sitework

Division 3: Concrete

Division 4: Masonry

Division 5: Metals

Division 6: Wood & Plastics

Division 7: Thermal & Moisture Protection

Division 8: Doors & Windows

Division 9: Finishes

Division 10: Specialties

Division 11: Equipment

Division 12: Furnishings

Division 13: Special Construction

Division 14: Conveying Systems

Division 15: Mechanical

Division 16: Electrical

Division 17: Telecommunications

Division 18: Audio Visual

Construction Pairing Example

Areas of Interest for Mentoring

Division 1: General Requirements

Division 2: Sitework

Division 3: Concrete

Division 4: Masonry

Division 5: Metals

Division 6: Wood & Plastics

Division 7: Thermal & Moisture Protection

Division 8: Doors & Windows

Division 9: Finishes

Division 10: Specialties

Division 11: Equipment

Division 12: Furnishings

Division 13: Special Construction

Division 14: Conveying Systems

Division 15: Mechanical

Division 16: Electrical

Division 17: Telecommunications

Division 18: Audio Visual



Establishing the Partnership

- Mentor Interviewing Mentee...
 - What is important to you?
 - Which area have you practiced the most?
 - What areas of business would you like to develop?
 - What skills do you have with which you are confident?
- Mentee prepares goals, expectations for mentorship, and prepare a personal SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis to help them and the mentor determine which areas to focus.



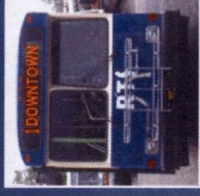
Training Schedules...

- Each team will meet and set up their own schedules based on their availability. Face-to-face training as well as phone conferences are acceptable. We have an expectation for “*on-the-job*” training as well.
- Each team is expected to meet no less than once monthly.



Program Quality Assurance

- Equal Opportunity will require a quarterly report as well as a final 6-month report from each team member regarding the progress of the partnership.
- Information will be gathered such as: (not limited to these items)
 1. Meeting dates, times, and locations
 2. Goals vs. Progress
 3. Areas of concern and etc.
- Quarterly meeting with all teams to review progress and discuss feedback from surveys.
- Opportunity for mentors/mentees to discuss what does/doesn't work and how we can improve program in the future.



What if the partnership doesn't work out?

Compatibility-If it doesn't fit...don't force it!

If program participants wish to dissolve the partnership, they must submit a letter to our office with specific details as to why they feel the partnership is not working. We ask that a minimum of a 30-day notice be given to the other party.



Award Ceremony

Upon successful completion of the City of Gainesville's Small Business Mentoring Program, each company is eligible to graduate and be awarded with a plaque at one of our televised City Commission meetings.



City of Gainesville's Mentoring Launch Event

When: December 3, 2014 at 6pm

Where: Gainesville Regional Utilities Building
301 SE 4th Ave. Gainesville, Fl.



Resources

End of Slideshow