

Your opportunity to access guidance from experienced business people

Many businesses lack the skills to tackle particular issues or difficulties they encounter from time to time. This could be in areas such as marketing, finance, sales, business planning, web design etc. Whatever the need or issue presented, we can provide business owners with a mentor who can offer the advice and support needed in an **efficient, professional and coordinated manner** at low cost and which will almost certainly bring **improvements** and a **new and positive plan** for the future.

The programme offers:

- 1) Initial assessment to determine which area of your business needs support.
- 2) Following the initial assessment we will then arrange a phase of one-to-one sessions between you and a mentor/specialist based on your specific needs, with the view of helping you to grow your business.

The mentor's role is:

- To listen
- To advise and counsel
- To help identify problems and areas for improvement
- To suggest solutions and assist in drawing up an action plan.

The mentor will:

- Outline the strategy to follow.
- Point out strengths and weaknesses in proposed projects.
- Act as a confidential sounding board.
- However, the mentor is not a professional consultant and, under the terms of the programme may not become actively involved in the day to day management or assume the role of executive in the company.

How the programme works:

Each request for a mentor is dealt with individually. Careful consideration is given to match the requirements of the individual/company and the specialised skill and experience of the prospective advisor. The business owner pays a subsidized fee of **€40 per mentoring session** (generally 1½ hours in duration, at the business owners' work premises). Offaly County Enterprise Board pays the balance of the fee to the mentor. The mentor signs a confidentiality agreement before taking on any assignment. If assistance is needed in more than one field of expertise, one or more additional mentors may be assigned to the individual company.

Application Form Overleaf →→



Ireland's EU Structural Funds
Programmes 2007 - 2013

Co-funded by the Irish Government
and the European Union

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Website: www.offalyceb.ie



EUROPEAN REGIONAL
DEVELOPMENT FUND



Name: _____

Business/Company Name: _____

Address: _____

Office Tel No: _____ Mobile Tel No: _____

Email: _____ Website: _____

Business Description: _____

Core Products/Services: _____

Year of Business Commencement: _____

Full time Employees: _____ Part time Employees: _____

Consultancy Required	Tick Choice	Consultancy Required	Tick Choice
Promotion/Marketing	<input type="checkbox"/>	Financial Management/Accounts	<input type="checkbox"/>
Costing/Pricing	<input type="checkbox"/>	Business Planning	<input type="checkbox"/>
Other (please specify)		_____	

Tax Clearance Declaration

I/We declare that our tax affairs are in order.

Tax Ref. No: _____ Tax District: _____

Signed: _____ Date: _____

**This application form may be returned to: Offaly County Enterprise Board,
Enterprise House, Cormac Street, Tullamore or e-mailed to info@offalyceb.ie.**

OFFICIAL USE ONLY

DECISION ON APPLICATION	NO. OF VISITS	FEE DUE	MENTOR ALLOCATED	SIGNED	DATE

