

What to expect after your Virtual Interview

Thank you for completing your virtual interview for the Help to Grow: Management Course mentoring opportunity.

Your interview has now been submitted for review by the ABM programme team. You do not need to take any further action at this stage. The team will contact you within **7 working days** with the outcome of your virtual interview.

If you have any questions after submitting your virtual interview, please contact:

hello@helptogrowmentor.com

What happens next?

The email from our team will confirm one of the following:

- whether you will progress to the next stage;
- whether you have the necessary experience required to volunteer as a mentor on this programme;
- whether we need any additional information from you before making a final decision.

If you raised any questions during your virtual interview, the team will also respond to these as part of the follow-up process.

If you are approved to progress

If you are approved after the virtual interview stage, the next step is to complete the required Business Mentor Training before becoming a mentor on the programme.

There are two training routes:

1. Standard route

This is for mentors who do not already hold an ILM Level 5 or Level 7 Certificate or Diploma in Coaching and Mentoring. It takes approximately 7-8 hours to complete and includes:

- **Mentor Briefing - Help to Grow: Management Course:** an online briefing;
- **Effective Business Mentoring Course:** ILM Assured Course - online learning, a three-hour virtual live practice session, and an introductory peer-to-peer session.

2. Fast-track route

This is for existing ILM Level 5 or Level 7 Coaching and Mentoring qualified individuals. It takes approximately 4 hours to complete and includes:

- **Mentor Briefing - Help to Grow: Management Course:** an online briefing;
- **Effective Business Mentoring - Live Practical Session:** a three-hour virtual workshop, which also includes an introductory peer-to-peer session.

If you are approved to progress, you will receive an email inviting you to complete the Mentor Briefing. If you would like to be considered for the fast-track route, you may be asked to submit your ILM certificate to training@associationofbusinessmentors.org after completing the briefing.

Opportunities for approved volunteer mentors

Approved volunteer mentors on the Help to Grow: Management Course may be able to access a wider range of support and development opportunities through ABM, including:

- ABM membership as a Volunteer Mentor;
- events, gatherings and informal training opportunities;
- tools and resources to support you;
- the Interactive Mentoring Planner toolkit;
- mentor support and peer groups;
- heavily subsidised professional training, such as AI for Business Mentors, ILM Level 5 or ILM Level 7, subject to availability.

Completing your mentor profile

Before you can mentor on the programme, you will need to complete your mentor profile. This is usually completed after training. Your profile is what potential mentees will use to assess whether you may be a good fit for them.

- **Profile picture:** use a professional, high-quality image that reflects approachability and expertise.
- **Biography:** write a concise, engaging summary of your background, skills and how you can support small business growth.
- **Location:** include your geographic location, as proximity can be an important factor for some mentees.
- **Areas of expertise:** clearly outline your specialisms and the types of business challenges you can help with.

- **Professional social media:** include relevant professional handles, where appropriate, to give mentees further insight into your experience, interests and thought leadership.

How mentor matching works

Once approved, trained and profile-ready, mentors may be matched with participants, also known as mentees, through several pathways:

- **Self-matched:** potential mentees may contact mentors directly through the platform. Mentors are encouraged to check their profiles regularly for updates.
- **Assisted match:** participants may ask the Mentoring Relationship Adviser (MRA) team for help finding a suitable mentor. The MRA team may contact mentors to help facilitate a connection.
- **Brokered match:** if a participant reaches Module 3 without securing a mentor, the MRA team may assign a mentor based on the participant's enrolment information and mentor profiles.

Mentors will always receive an email notification about the match, so it is important to monitor inboxes regularly. When you are matched, you will also receive resources, a link to the Interactive Mentoring Planner and an invitation to join a peer-to-peer group.

After you have been matched

- schedule a discovery call to confirm compatibility;
- agree and sign the mentoring contract using the Interactive Mentoring Planner;
- plan and document mentoring sessions using the platform, so progress can be tracked effectively.

Questions or support

If you have any questions after submitting your virtual interview, please contact:

hello@helptogrowmentor.com

You do not need to contact us unless you have a question or need support. Otherwise, please wait for the team to contact you with the outcome within **7 working days**.