

## This program has emerged in response to a recognised need...

for professionals to grow their business by linking them with experienced entrepreneurial people. The Program aims to enhance the success of growth-orientated businesses and individuals by providing assistance in the formative stage of their business.

The Mentor Program is now seeking applications from people who own and manage a small business and are **interested in developing the skills to grow their business**. We are also seeking individuals who work for an organisation and **wish to excel in their current role and advance their careers**.

### What's Involved?

The Mentor Program runs over a period of 10 months and consists of a total of 80 hours to complete the Business Master-Class Workshops. There are 10 study modules, each acting as a standalone topic. They are:

#### Strategic Planning (OE1)

During this 1-day course, participants are guided in the development and or review and implementation of their own strategic *master-plan to success*.

#### Process Analysis and Review (OE2)

All activities comprise of a series of one or more processes. This 1-day course outlines the key techniques involved in process analysis and review with the aim of mapping and enhancing your business or organisations' processes.

#### Customer Service (OE3)

Excellence in customer service is all about innovation. This 1-day course inspires participants to unleash their creativity and deliver more than their customers ever expected.

#### Continual Improvement (OE4)

Continual improvement is the engine-room of all successful businesses. This 1-day course explores the practical techniques used by those companies that always stay ahead of the rest.

#### Human Resources (OE5)

Competent and enthusiastic staff often make or break an organisation. This 1-day course teaches the basics of establishing, monitoring and empowering staff by *injecting interest and ownership within your organisation*.

#### Marketing (OE6)

You could be the best at what you do, but if your customers don't know *who* you are, or *what* you do, it is not going to help your organisation or business grow. This 1-day course teaches the strategies in marketing necessary to lift the profile, profitability and effectiveness of your organisation.

#### Communication (OE7)

A message sent is not always a message understood. This 1-day course outlines key approaches to establishing and sustaining effective internal and external communication within an organisation.

#### Change Management (OE8)

Change is like bereavement. It needs a thoughtful and considered approach. This 1-day course outlines the issues involved and strategies available to manage change effectively in organisations.

#### Project Management (OE9)

This 1-day course equips participants with the knowledge, tools and confidence to successfully plan and manage a project. The course is particularly relevant to anyone with project responsibilities.

#### Productivity and Efficiency (OE10)

Using the same resources to do more or doing the same with fewer resources are great ways to enhance your bottom-line. This 1-day course shows you how.

### The Role of the Mentor

- Act as a sounding board for ideas
- Provide guidance and direction
- Help provide advice on appropriate persons or groups to help support the business
- Help identify appropriate needs or skills upgrading for the business and business owner
- Maintain confidentiality
- Ensure the privacy of the Mentoree's personal information

### Mentoree Subsidy

For those Mentorees who meet the eligibility criteria (as listed below), we offer a subsidy of \$1,000 which reduces the fee to \$4,500 pp (inc GST).

### Eligibility Criteria Outline

To be eligible for the Mentoree subsidy, you must meet the following criteria:

- \* Be the current owner of a small business
- \* Be the owner of a business that has been in operation for 1 to 2 years
- \* Be operating full-time or near full-time (a minimum of 20 hours per week)
- \* Draw your major source of income from the business
- \* Be serious about growing your business and achieving commercial success.

### HOW TO REGISTER

**Price:** \$5,500pp (inc GST) for the 10 month program. Please Enquire about our Mentoree Subsidy or \$495 for individual modules.

**Phone:** Toll Free (from within Australia) 1800 110 034

**Fax:** 61 7 3856 0099

**? Questions**  
info@s3g.com.au

**Course Calender**  
www.s3g.com.au

“ I've attended a number of courses and I would rate this as first class! ” Sydney, NSW

# Mentoree Subsidy Application Form



**Please note:** under no circumstances shall any of this information be disclosed to any 3rd parties

## About You

NAME \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

ABN NUMBER \_\_\_\_\_

WEBSITE ADDRESS \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

POST CODE \_\_\_\_\_

PHONE ( ) \_\_\_\_\_

FAX ( ) \_\_\_\_\_

MOBILE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

YOUR AGE GROUP: (please circle)      **20-27**      **28-35**      **36-43**      **44-51**      **52-59**      **60+**

## Formal Qualifications

(Please list any awards gained such as Trade Certificates, Diplomas, Degrees, etc.)

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## Business Skills Training

**WORKPLACE QUALIFICATIONS** (Please list any training programs/courses you have undertaken.)

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## MEMBER OF PROFESSIONAL ASSOCIATIONS/ORGANISATONS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

“ I've attended a number of courses and I would rate this as first class! ” Sydney, NSW

## BUSINESS AWARDS

(Please list any formal recognition either you or your business has been awarded, e.g. Telstra Small Business Awards.)

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## PREVIOUS EXPERIENCE IN BUSINESS

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## About Your Business

### BUSINESS TYPE (Sector)

<input type="checkbox"/> Accounting	<input type="checkbox"/> Education & Training	<input type="checkbox"/> Insurance & Superannuation	<input type="checkbox"/> Real Estate & Property
<input type="checkbox"/> Administration	<input type="checkbox"/> Engineering	<input type="checkbox"/> I.T	<input type="checkbox"/> Retail & Consumer Products
<input type="checkbox"/> Advertising / Media / Entertainment	<input type="checkbox"/> Government/Defence	<input type="checkbox"/> Legal	<input type="checkbox"/> Sales & marketing
<input type="checkbox"/> Banking and Finance	<input type="checkbox"/> Health & Medical	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Science & Technology
<input type="checkbox"/> Call Centre / Customer Service	<input type="checkbox"/> Hospitality and Tourism	<input type="checkbox"/> Mining, Oil & Gas	<input type="checkbox"/> Trades & Services
<input type="checkbox"/> Construction	<input type="checkbox"/> HR & Recruitment	<input type="checkbox"/> Primary Industry	<input type="checkbox"/> Transport & Logistics
<input type="checkbox"/> Consulting / Corporate Strategy	<input type="checkbox"/> OTHER: _____		

**BUSINESS STRUCTURE** (please circle)    SOLE TRADER    PARTNERSHIP    COMPANY

**NUMBER OF PROPRIETORS/DIRECTORS**   

**NAME(S) OF OTHER PROPRIETORS/DIRECTORS**

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**HOW LONG HAS THE BUSINESS BEEN IN OPERATION?**

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**ARE YOU A HOME BASED BUSINESS?** (please circle)    Yes    No

**DESCRIBE YOUR BUSINESS PRODUCT/SERVICE**

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“ For me, it really helped simplify a daunting process. The case studies and real-life examples and the interactive discussion sessions really helped me fully understand what's required of me. ” **Melbourne, VIC**

# Mentoree Subsidy Application Form



## WHAT IS YOUR ROLE IN THE BUSINESS?

(Please describe briefly your major duties and responsibilities within the business.)

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## HOW MANY HOURS PER WEEK DO YOU WORK IN THE BUSINESS?

## IS YOUR PRIMARY SOURCE OF INCOME PROVIDED BY THE BUSINESS? (please circle)

Yes No

## IF NO, WHAT ARE YOUR OTHER SOURCES OF INCOME

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## WHAT PERCENTAGE OF YOUR INCOME COMES FROM BY THE BUSINESS? (please circle)

0-25%      25-50%      50-75%      75-100%

## Business Details

No. Of Employees \_\_\_\_\_ Gross Turnover per annum \_\_\_\_\_

Net Profit per annum \_\_\_\_\_

## DO YOU CURRENTLY HAVE A BUSINESS PLAN? (please circle)

Yes No

## REASONS FOR WANTING TO UNDERTAKE THE PROGRAM

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## WHAT WOULD YOU EXPECT FOR YOUR BUSINESS AS A RESULT OF THE MENTOR PROGRAM?

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## AND, FOR YOURSELF—WHAT ARE YOUR BUSINESS GOALS? (please circle)

(a) SHORT TERM (next six months) \_\_\_\_\_

(b) LONG TERM (beyond six months) \_\_\_\_\_

## WHAT ARE THE STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS TO YOUR BUSINESS? (SWOT ANALYSIS)

**STRENGTHS** \_\_\_\_\_

**WEAKNESSES** \_\_\_\_\_

**OPPORTUNITIES** \_\_\_\_\_

**THREATS** \_\_\_\_\_

**ADDITIONAL INFORMATION:** (Please provide any additional information that you consider relevant. If you require, extra documents can be attached. We would like you to attach your business card to the application.)

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**Please complete and post:**

**CONFIDENTIAL**

The Systems 3 Group Mentor Program  
Scott Fraser  
PO Box 365  
Wilston 4051

**Or Email:** [scott@s3g.com.au](mailto:scott@s3g.com.au)