

# Business Mentors: Inspiring Success

If you need some help for your Not-for-Profit Organisation, Group or Club, Business, or Start-Up Enterprise the Community or Business Mentors Programme is a good place to start.

The programme is designed for Community Organisations, Not for Profits & Social Enterprises, Groups or Clubs or Businesses who;

- Want a fresh perspective, guidance or inspiration
- Want help to market or grow their organisation
- Want help to implement a change to their organisation
- Want support or advice to deal with a particular challenge
- Want a sounding board to help challenge their thinking, set new goals and achieve success

## Who are the Mentors and what role do they perform?

Our Mentors are experienced, successful New Zealand Business People who know what it feels like to either run their own a business, govern, manage or operate a not for profit or social enterprise.

Our volunteer mentors come from a wide range of backgrounds & skill expertise and understand New Zealand's Not for Profit sector.

All our Mentors are passionate, committed individuals who want to see their communities prosper and grow. Business & Community Mentors volunteer their time to work alongside Business & Organisations and participate in a mentoring relationship by:

- Sharing their knowledge and expertise
- Acting as a sounding board
- Working with you to grow your organisation
- Seeing 'the bigger picture'
- Assisting you to identify strengths and weaknesses
- Supporting you in your decision making

## What's the cost?

A one-off registration fee for the Community Business Mentoring Programme costs \$295+GST

The Mentoring you receive is FREE!

## Would you like to volunteer to be a Mentor?

The Taranaki Business mentoring programme is always on the lookout for experienced, successful business people willing to give back to the Taranaki economy.

In return the scheme can offer you:

- The opportunity to become part of a recognised credible mentoring organisation
- The flexibility to decide when you are available to mentor, who you mentor and how often
- A sense of satisfaction from being able to assist someone and give something back to your community

For more information about this programme please contact

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**BUSINESS  
MENTORS**  
INSPIRING SUCCESS



# Keeping accurate information

TCACT is a community based project providing free computer training to all eligible clients to enhance their computer knowledge. Our friendly and patient tutors are available to train, mentor and guide clients to achieve their needs.

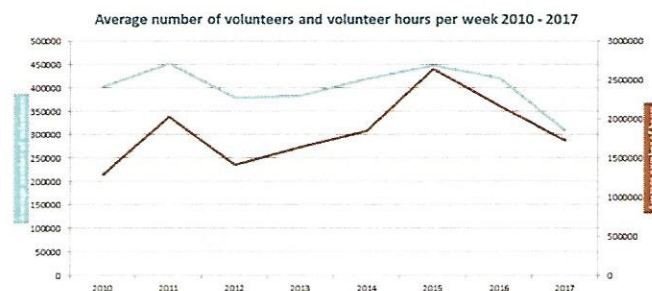
## Brief History

TCACT was set up in August 2000 to provide free access to people who may or may not have their own computer and are beneficiaries, unemployed, with disabilities or are wishing to return to the workforce.

Since then we have expanded our training resources, knowledge and machines to suit our client's requirements. This includes social media such as Facebook, mobile phones, tablets, digital photography, email and the Internet and iPad, iPhone and Apple

Tutors provide one-on-one training for an hour, twice a week for those who require a personal tuition.

We also offer a training package called International Computer Driver's Licence (ICDL). It enables students to achieve an internationally



This self-reported data shows that, on average, there are over 300,000 people volunteering for registered charities and contributing over 1.5 million hours every week. Both the average number of weekly volunteers and the hours they contribute have been decreasing in recent years. It's worth noting that the number of volunteers may be duplicated if an individual volunteers for a number of registered charities.

## Tips for collecting information about volunteers

Large charities that have volunteers numbering in the hundreds or thousands may have advanced systems for managing and tracking volunteer information.

For smaller charities, an Excel spreadsheet can be a helpful way to collect this information. The advantages of using an Excel spreadsheet (or Google Sheets, if your charity uses Google Drive) is that it is easy to calculate the total number and hours worked by volunteers, run reports, and present data in charts.

We have developed a simple Excel template [XLSX, 37 KB] that your charity can use to collect the following information on a monthly basis:

- volunteer's name
- date the person volunteered
- hours the person volunteered
- activity the volunteer completed, or project that the volunteer worked on

Additional columns can be added, including the start and finish time to record the actual hours the volunteer worked, if this would be useful information for your charity to collect.

Alternatively, you can record this information in a Word document, or in paper form.

## Where to find more information about volunteers

There's lots of information on the Internet about volunteers.

The Volunteering New Zealand website is a great place to start

