



Mentorship Program - Mentor Handbook

The mission of the TVN's Mentorship Program is to accelerate the development of ventures in the Telluride region by assigning each venture a mentor team consisting of 3-5 expert mentors. The assigned mentor group meets with the venture for a 90-minute meeting on an as needed basis with the agenda provided by the entrepreneur (venture) and lead mentor.

TVN's mission: diversify the regional economy by fostering a robust entrepreneurial ecosystem that supports entrepreneurs through acceleration boot camps, mentorship, and investment.

What can I expect?

TVN's Mentorship Program is powered by volunteer mentors who are interested and excited to share their expertise to help ventures in the region innovate and problem-solve. Mentors will be supported by the Managing Director and Network Manager of the Telluride Venture Network. Relationships between mentors and mentees (venture) will be based on needs of the venture, identified by the founder(s), and the interest and availability of the mentor.

Each venture will be assigned a team of mentors (determined during monthly mentor meetings) with a lead mentor. The TVN's Managing Director and Network Manager will train all new mentors and provide a structured meeting framework to make sure all individual mentor sessions are successful and ventures are held accountable.

Mentor Requirements

- **Mentor Qualifications:**
 - Telluride regional resident or has a tangential relationship to the region
 - Available to meet in person or over Zoom for mentor meetings and events
 - Has a strong interest to help build and diversity the local community
 - Puts the needs of the mentee first
 - Must be comfortable with keeping self and mentees accountable

- Mentor Requirements:
 - Mentor teams consist of 3-5 mentors
 - Mentor meetings are 1 hour
 - Mentor sessions are 90 minutes
 - Mentors should plan to commit to 1 mentoring session per month and attend a monthly mentor meeting
 - Mentors can mentor up to five ventures

Venture (Mentee) Requirements

- Venture Qualifications:
 - Local founder(s) who currently reside full-time in the Telluride Region or a graduate/alumni of a TVA or TVN bootcamp
 - Venture must be beyond the idea stage
 - Founder(s) must be coachable and driven
 - Venture must promote a more diverse economy
 - Venture can be a “startup” (high growth company) or “small business”
- Venture Requirements:
 - Mentor teams consist of 3-5 mentors
 - Mentor sessions are 90 minutes
 - Mentees (ventures) can call on mentor team once a month (max)
 - Mentees (ventures) should plan to commit to 1-2 days a month to the program

Monthly Mentor Meetings

- Held the third Wednesday of the month @ 3p.m.
- 1 hour meeting
- All meetings will be held virtually via Zoom unless otherwise noted
- Mentors will receive agenda and venture pitch decks one week prior to meeting
- Managing Director of TVN will present new ventures that have applied and been accepted to the program
- Meeting Structure:
 - 15 minute presentation and Q&A (per venture)
 - 5 slide pitch deck identified the following:
 - Who is the venture? Mission, product, life cycle, etc.
 - Mentor asks: What areas of your business do you need mentorship in?

- During monthly mentor meetings mentors are asked to indicate if they would like to be on the venture's mentor team.
- The goal is to build a mentor team for the venture during the meeting and to identify a lead mentor.

Accountability and Mentor Program Tracking

- It is the role of the venture (founder/mentee) and the lead mentor to work together to successfully schedule and complete mentoring sessions.
- It is the role of the venture and the lead mentor to curate an agenda for each mentor meeting.
- The Managing Director and Network Manager will sit in on the first mentor team meeting to ensure all parties are clear on structure and format and to answer any questions.
- Ventures (founder/mentee) will be required to complete a progress report every 12 weeks during the program.
- The Managing Director and/or Network Manager will reach out to the lead mentor every 12 weeks to check in on the progress of the mentor team.
- The Network Manager should be contacted if there is any conflict between the mentor team and the venture. The Network Manager and Managing Director will help in the conflict resolution process to identify a reasonable solution.

TVN Mentor Manifesto

- Be socratic.
- Expect nothing in return (you'll be delighted with what you do get back).
- Be authentic / practice what you preach.
- Be direct. Tell the truth, however hard.
- Listen too.
- The best mentor relationships eventually become two-way.
- Be responsive.
- Adopt at least one company every single year. Experience counts.
- Clearly separate opinion from fact.
- Hold information in confidence.
- Clearly commit to mentor or do not. Either is fine.
- Know what you don't know. Say I don't know when you don't know. "I don't know" is preferable to bravado.
- Guide, don't control. Teams must make their own decisions. Guide but never tell them what to do. Understand that it's their company, not yours.
- Accept and communicate with other mentors that get involved.
- Be optimistic.
- Provide specific actionable advice, don't be vague.
- Be challenging/robust but never destructive.
- Have empathy. Remember that startups are hard.