

MENTORING CANVAS

FIRST NAME: _____

LAST NAME: _____

DATE: _____

TIME FRAME: _____

SMART OBJECTIVES

NEEDS/GAPS

RISKS

ACTIONS

Business & Development

To inform SMART Objectives:

- What opportunities exist to improve your business strategy, financial management, marketing and/or operational efficiency?

For Context Setting:

- What is your vision for your business?
- What are your recent successes and challenges?
- How has your business evolved over time?

Personal & Professional Development

To inform SMART Objectives:

- How do you hope to grow through starting your business?
- What are current areas for growth or gaps in your professional development?

For Context Setting:

- What does success look like to you?
- How does your business future align with your personal and/or life goals?

Mentoring Relationship

To inform SMART Objectives:

- What type of support could I offer that would be most valuable to you in the next 3 months? 6 months? 1 year?
- What can be improved upon?

For Context Setting:

- What are your expectations (of this mentoring relationship)?
- What has been working well (in our mentoring relationship)?

STATUS:

DUE DATE:

COMPLETED ON:

STATUS:

DUE DATE:

COMPLETED ON:

STATUS:

DUE DATE:

COMPLETED ON:

STATUS:

DUE DATE:

COMPLETED ON:

STATUS:

DUE DATE:

COMPLETED ON:

STATUS:

DUE DATE:

COMPLETED ON:

GUIDELINES ON USING THE TOOL

The Mentoring Canvas was created to cater to various learning styles and personal preferences. After reviewing the following guidelines, decide on how you will use the tool with your mentoring partner so that it meets both of your personal styles.



SMART OBJECTIVES:

List specific, measurable, attainable, relevant and time based objectives.



NEEDS/GAPS:

Have a discussion about the needs, gaps and/or challenges in achieving each SMART objective.



RISKS: After identifying the inherent risks, identify pros and cons for each risk. Discuss actions to take to mitigate the risks for each objective and document them in the actions column.



ACTIONS: Discuss the action items and timelines necessary to achieve each SMART objective. Update the Status and Due Date fields as progress is made on each objective.

When?

The tool was created to be used after you and your mentoring partner complete Ment2B, a Futurpreneur Canada relationship kick-off tool. However, it can be used at any point throughout the mentoring relationship. Consider using it as a way to track progress from meeting to meeting.

Which sections should be completed by when?

It may not be realistic to have a completed Mentoring Canvas after just one meeting. Consider the following as guidelines for completion:

**0-3
MONTHS:**

Aim to complete the **Business Development** section including SMART objectives, actions, needs/gaps and risks

**2-4
MONTHS:**

Aim to complete the **Mentoring Relationship** section

**4-6
MONTHS:**

Aim to complete the **Personal and Professional Development** section

How do you build accountability?

- Identify timelines and due dates in the Actions column.
- Consider attributing a percentage towards completion to your overall objective.
- Check in with your mentoring partner on the progress towards each objective at subsequent meetings.

The logistics:

Depending on your preferences and those of your mentoring partner you can choose to:

EMAIL

Email the Mentoring Canvas on a consistent basis to update your mentor on your progress.

DROPBOX

Create a Dropbox account and use it to house various versions of your Mentoring Canvas.

GOOGLE DOCS

Provided you and your mentoring partner have Gmail accounts, you can share your Mentoring Canvas via Google Docs.

STEPS FOR THE ENTREPRENEUR

This canvas is owned by the entrepreneur and can be used throughout the duration of the mentoring relationship. It is designed to be a visual reminder of the mentoring goals and journey as well as a practical and simple canvas on which you can build layers of learning, growth and achievement. In its ultimate form, it is a catalyst for communication and conversation at each mentoring meeting, driven by the entrepreneur's needs and supported by their mentor and his/her guidance.

STEP 1 **Review** the canvas and guiding questions.

STEP 2 **Reflect** on and identify one or more SMART objectives within each category (Business & Development, Personal & Professional Development, Mentoring Relationship).

STEP 3 **Discuss** with your mentor the needs/gaps, risks and actions that correspond to each of your SMART objectives.

STEP 4 **Add** or change your Mentoring Canvas as you make progress or pivot.

STEP 5 **Bring** the tool with you to your mentor meetings to guide the conversation.

STEPS FOR THE MENTOR

Mentors can facilitate the use of this tool by using the question prompts and the canvas to guide their entrepreneur in defining desired SMART objectives, needs/gaps, risks, and actions.

STEP 1 **Review** the canvas and guiding questions.

STEP 2 **Invite** your entrepreneur to share to share SMART objectives for their business, the mentoring relationship, as well as their own development.

STEP 3 **Facilitate** a discussion around needs, risks and specific actions.

STEP 4 **Use** the question prompts to help you challenge, encourage and/or prompt your entrepreneur toward a more focused approach in achieving their objectives.

STEP 5 **Refer** back to the canvas in subsequent meetings as a starting point to track progress, identify challenges and celebrate successes.