



ᐱᐸᐸᐸᐸ ᐸᐸᐸᐸ ᐸᐸᐸᐸᐸᐸᐸᐸ
Inuit Women in Business Network
Inoenaen Aknan Manikhakheogutikaktun

Facilitator's Guide



ᐱᐸᐸᐸᐸᐸᐸ
ᐸᐸᐸᐸ ᐱᐸᐸᐸᐸ ᐸᐸᐸᐸᐸᐸ
PAUKTUUTIT
INUIT WOMEN OF CANADA



CONTENTS

Getting Started	3
Set a regular schedule	3
Set length for meetings	3
Plan sessions in advance.....	3
Set goals, manage expectations and build trust	3
Appreciation	3
Setting an Agenda	4
Welcome and Review (10 minutes).....	4
Icebreaker exercise (20 minutes)	4
Activity: Blind Draw	4
Describing businesses (10 minutes each person)	4
Discussion (20-30 minutes)	5
Frequency of Mentorship Meetings	5
Tracking your Progress.....	5
Goal Setting	6



- Something positive that has happened since the last meeting (business related or personal)
- A challenge encountered since the last meeting (business related or personal)

After five minutes of group discussion, the group moves onto the next person. This continues until every person has spoken and received feedback.

DISCUSSION (20-30 MINUTES)

After the individual discussions, there is a broader open group discussion. The topics covered can be flexible and focus on what the members want to discuss. Some suggestions are:

- Updates on a business support program
- Upcoming meetings that may be of interest
- Discussion on an issue of interest – tax preparation, software for business accounting and bookkeeping, business licensing, etc.
- Sharing stories about business experiences, role models, case studies, etc.
- Suggestions for future discussion by the group

FREQUENCY OF MENTORSHIP MEETINGS

Traditional mentorship programs often suggest regular meetings be held between mentor and mentees to provide consistency to the process and help people to plan and prepare for the meetings.

For Pauktuutit's group mentorship model it was determined that the group should meet every month for approximately 1.5 – 3 hours depending in part on the number of participants. Although groups can always change this schedule to suit their own needs, one month intervals are considered sufficient time for people to work on their businesses without being too demanding of their time.

TRACKING YOUR PROGRESS

It is recommended that the group keep track of the meetings including the time and date of each meeting, the location, who participated and a list of what was discussed during each meeting. One person can be responsible for taking notes during the meeting and the position can be rotated each month. Keeping track of the meetings will provide a clear picture of the progress that the group makes over time in addition to highlighting areas of struggle which need more time and attention.



GOAL SETTING

Developing good goals will help ensure participants move steadily forward to achieving their ambitions and help other members meet theirs. **SMART goals are Specific, Measurable, Accountable, Realistic and Timetabled.**

Specific: (simple, sensible, significant) – Goals need to be clear and specific to enable people to focus their efforts and be motivated. Vague undefined goals hinder people’s enthusiasm and can lead to early frustration.

Questions to ask include: What do I want to accomplish? Why is this goal important? Who is involved? Where is it located? Which resources or limits are involved?

Measurable: Goals need to be measurable to enable people to determine if they are making progress towards achieving them. Seeing progress helps keep people motivated and focused. It also helps people realize when progress is not being made so they can identify problems and figure out solutions.

Questions to ask include: How long should it take to accomplish a particular goal? What steps do I need to undertake to achieve a goal? What does it look like when the goal is accomplished?

Achievable: Goals need to be achievable. They can be long term or short term, but unless goals can be achieved, people will get frustrated and have their confidence damaged.

Questions to ask: How can this goal be accomplished? What are the most important goals to accomplish? Do I have what I need to achieve these goals? If I don’t have what I need, how do I go about getting it?

Relevant: Goals must be part of an overall plan for success. Goals that are not focused on working towards a relevant end will drain energy and result in frustration.

Questions to ask: Does this goal seem worthwhile? Does it take me in the same direction as other goals and my ultimate dream? Is this the right time? Does the goal match my needs? Am I the right person to reach this goal? Is it achievable in my community?

Timely: Goals must be measured and must have a date for achievement. A goal without an end date can limit enthusiasm, be vulnerable to procrastination and make it more challenging to measure progress.

Questions to ask: When should this goal be achieved? What can be done in six months from now? Six weeks from now? What can be done today?

The chart on the following pages helps to create a roadmap for your goals and timelines.

