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Oifig Fiontair Áitiúil
Local Enterprise Office

Cláir Chistí Eorpacha Struchtúrtha
agus Infheistíochta na hÉireann
2014–2020
Co-funded by the Irish Government
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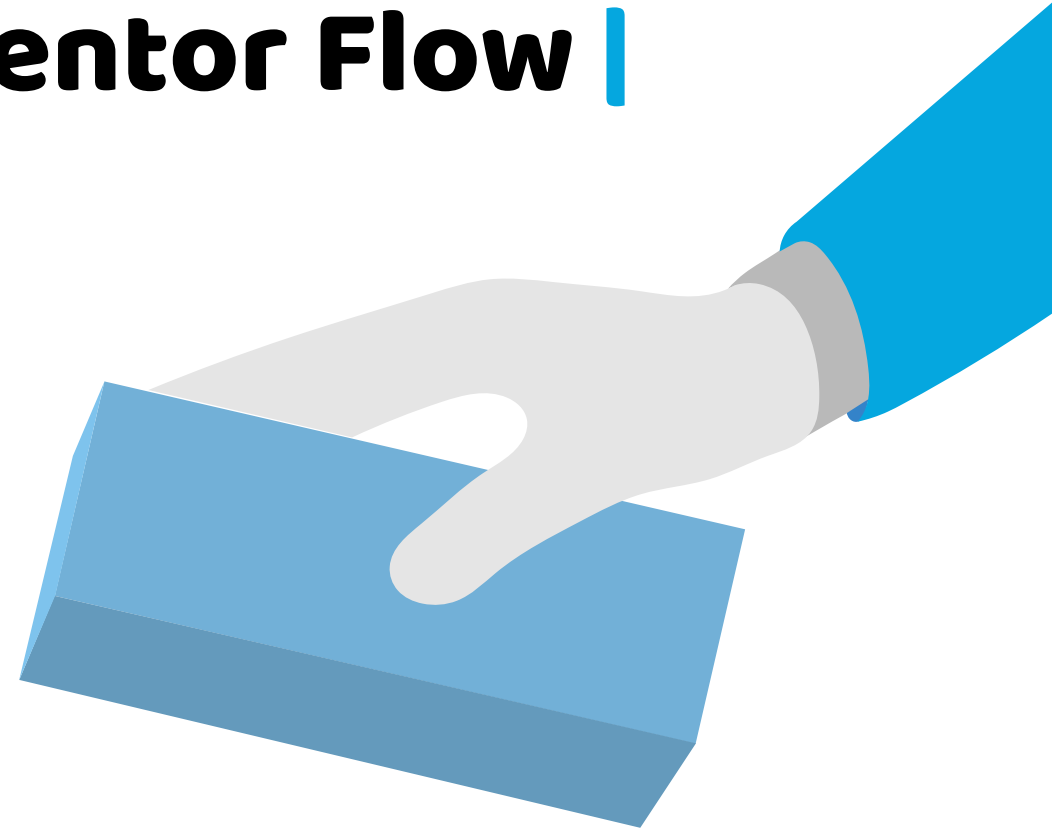
Step 1

Create Application Form

Step 2

Receive & Review Applications

Step 3

Create Mentor Accounts

Step 4

Assign Mentor to Client,Collect Fee

Step 5

Instructions Issued to Commence Assignment

Step 6

Mentoring Undertaken & Completed

Step 7

Mentor & Client Complete Review Form

Step 1 : Create Mentor Application Form

Ask what you usually ask from a client applying for the mentoring programme

Step 2: Receive and review applications

Decide on a suitable mentor for the client

Step 3: Create Mentor Account

Step 4: Assign the mentor to the client

- Choose mentor from dropdown
- Specify
  - Min number of visits
  - Min number of hours
- Assignment deadline (optional)
- Paid or Free
- Purchases order number (optional)

Free: Client and mentor receive email with instructions to get in touch with each other and start assignment

Mentor is instructed to log in and complete the mentor visit form after each visit

Paid: Client receives email with payment link.

Mentor received notice that there is an upcoming assignment. (no contact details shared at this stage)

Step 5: Instructions Issued To Commence Assignment

Visit 1   Visit 2   Visit 3   Visit 4

Mentor Completes a mentor visit form after each visit
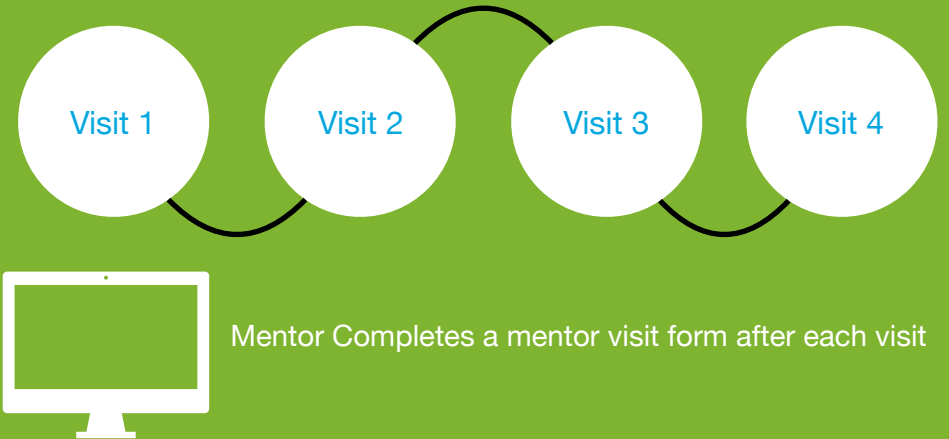
Step 6: Mentoring Undertaken & Completed

Assignment finalised by Mentor once minimum number of hours/visit have been completed. (or finalised by LEO Team at any stage)

Step 7: Mentor & Client Complete Review Form

Mentor: Once assignment has reached the minimum number of visits and hours specified the mentor can finalise the assignment.

Client : Client completes mentor review form. This usually contain score bars which measure he mentor performance