**Inaugural Excellence in Enterprise Mentoring Awards 2013**

Guidance notes for mentoring organisations

Please note that whilst the nomination forms are completed by the mentoring organisation, the awards are given to the mentor and the business being mentored

Mentoring organisations should bear in mind that the awards are for **enterprise mentoring only.** In addition please do not submit more than two nominations for each category. The categories are **growth, export, start up, innovation, diversity, and virtual mentoring**. For each category the award criteria and nomination forms are available from mentorsme.co.uk

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| **Excellence in Virtual Mentoring**  Sponsored by  **IOEE** | C:\Documents and Settings\tom.howitt.INTERNAL\Desktop\LOGOS\ioee_logoBW.jpg |

In the context of these awards virtual mentoring is where the selection, matching and mentoring are done remotely. The virtual mentoring award is open to mentoring organisations who are resident on mentorsme and other organisations that show clearly a mentoring service. However awards will be given to the mentoring relationship that best meets the criteria below.

Nominations for this award should feature outstanding mentoring relationships managed through a virtual mentoring system. In addition, businesses who have successfully developed or used a new virtual mentoring service or a business who has made a significant improvement or enhancement to an existing system should be taken into account. Please note that this award – as for the others – is given to the outstanding mentoring relationship.

Judges will be looking for your nomination to prove the following:

Mentoring

* An early understanding of the issue facing the business
* Clearly stated objectives for the mentoring relationship
* Effective use of time and resource
* A highly effective and successful mentoring relationship
* Significant benefits to the business and mentor

Virtual Mentoring

* How virtual mentoring has been applied in the business
* How virtual mentoring has improved performance and effectiveness
* The impact of virtual mentoring on customer engagement
* Evidence of an ethical and sustainable approach to business
* Evidence of increased sales, improved margins or increased market share (as relevant)

**Applications to be sent to** [**tom.howitt@bba.org.uk**](mailto:tom.howitt@bba.org.uk) **by 2nd October 2013**

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Name of nominating mentoring organisation:

Contact Name:

Tel No:

Email: