



Business Mentoring Scheme Guidelines

ITI French Network

AIMS

The ITI French Network is offering a one-to-one business mentoring scheme to run alongside its translation-specific mentoring.

This is particularly aimed at freelancers with 2+ years of experience. These groups will be given priority since there is less existing support available to them through other schemes and structured training programmes. We suggest newcomers try the ITI [Setting Up as a Freelance Translator](#) course.

Depending on individuals' priorities, the scheme could cover some of the following:

- SWOT analysis and goal-setting, high level business planning;
- Updating website and online profiles;
- How to work 'smarter' to achieve goals;
- Deep specialisation e.g. narrowing down "legal" translation to "international arbitration" or "medical" translation to a specific type of illness or medical device;
- Reviewing profitability and the appropriateness of the mentee's existing client base;
- Identifying new target clients (e.g. developing a 'client avatar') and marketing to them on the client's own 'turf';
- Pricing: considering the mentee's (added) value, alternative pricing structures, packaging services;
- Building your profile in the translation/interpreting profession

The scheme is not be intended to be used to develop translation / interpreting / language skills or as a revision club although pairs are, of course, free to make their own arrangements.

GETTING STARTED

Who can apply to be a mentor?

We would be delighted to hear from you if you are interested in becoming a mentor.

Given the aims of the scheme, our mentors must be a member of the ITI French Network with a demonstrable track record in sustaining a successful freelance translating or interpreting business.

In practice, this is likely to mean they will:

- be MITI or FITI members; and
- have been operating for at least 5 years (full-time/full-time equivalent).

Exceptionally, mentors could be individuals who do not meet all the above criteria but have had a successful previous career in another field e.g. marketing, where the mentee is seeking specific advice in a certain area.

If you have developed expertise in any of the areas covered by the scheme (you need not feel you have mastered them all!) you are likely to have lots to offer and we would love to hear from you!

The first step to becoming a mentor is to complete the [Mentor Statement of Interest](#). Our Business Mentoring Coordinator will then make initial contact with you.

Who can apply to be a mentee?

All members of the ITI French Network are eligible to apply for the Business Mentoring Scheme. However, as stated above, priority will be given to those translators with some experience who find themselves looking to take their business to the next level. To apply, just click on the short video below for mentees and then complete the [Mentee Statement of Interest](#). Our Business Mentoring Coordinator will then make initial contact with you.



If you are just starting out, we would encourage you to take advantage of the wealth of other materials available to new translators, such as the ITI's 'SWATI' (free) and '[SUFT](#)' (paid) courses.

Is there a deadline for applications?

You can contact us at any time to express your interest in becoming a business mentor or mentee.

We would like to put in place our first pairings this summer, so your applications should be made by Monday 3 August 2020 if you would like to take part in the first round. We will acknowledge your application and will be in touch with you shortly after that if we can find a suitable mentoring partner for you.

When will the programme run?

The mentoring will take place over a period of six months, from the date of your first formal session. Pairs should 'meet' (by telephone, Skype/Zoom/FaceTime or other agreed method) for four sessions, each lasting an hour.

Pairs may, of course, make their own arrangements to meet more frequently, for longer periods or to extend the arrangement beyond this initial six-month period but this is not within the scope of the French Network's scheme.

How are the mentors and mentees matched?

Once we have received your Statements of Interest, the Business Mentoring Coordinator will try to match mentors and mentees based primarily on the mentee's stated goals and the mentor's skills and experience.

We will then contact the prospective mentor/mentee pairing, share your details and ask you if you would like to go ahead. You may wish to organise an initial, informal call to get to know one another. Once you have confirmed, we will ask the mentee to make payment and you can set up your first session!

PAYMENT

How much does it cost?

As with other mentoring schemes for freelance translators, we have decided that mentors should receive some payment for their time. Mentors will receive £40 per session (£160 in total). The French Network will contribute £100 of this and the mentee will pay £60.

When should the mentee make payment?

We ask that mentees pay £60 when they confirm they would like to proceed with the mentoring scheme. Some mentors may also need to charge VAT – we will notify you if this is the case.

At this point, you will have received details of your proposed mentor and may have had an informal chat to decide if both of you are happy to go ahead.

Please notify the Business Mentoring Coordinator when you have made your payment so we can check this.

When is the mentor paid?

The mentor will be paid in two instalments (on presentation of invoices to the French Network). The first instalment will be due halfway through the mentoring period (i.e. 3 months after the first formal session) and the second will be on completion of the scheme. Mentors are asked to provide proof of this (a simple confirmation email cc'ing the mentee will suffice).

What about if either party needs to cancel?

If the mentor is unable to continue with the agreed mentoring arrangement, s/he will be paid for the sessions completed up to the date of cancellation. 50% of the payment will be made by the mentee and 50% will be paid by the Network. The mentor will repay the Network any sums above this amount and the mentee will be refunded accordingly.

If the mentee is unable to continue with the agreed mentoring arrangement, s/he will not be reimbursed other than in exceptional circumstances at the discretion of the ITI French Network Committee.

AFTER SIGNING UP

What happens once pairs are in place?

Meetings will be crucial for the success of the relationship. You should agree:

- convenient times to meet (and how you will communicate);
- realistic 'SMART' goals for the mentoring period, refining those provided by the mentee in the Statement of Interest; and
- how you will measure progress.

SUPPORT AND FEEDBACK

Where do I send any comments / who do I contact with any issues?

In the first instance, please contact Sarah Bowyer, the Business Mentoring Coordinator on biz-mentoring@itifrenchnetwork.co.uk

In exchange for the Network's subsidy of the scheme, we ask that mentees and mentors provide feedback (halfway through and on completion) and write a short review of your experience for our newsletter so that other members are encouraged to take part.

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