



BNI Mentor Program

Four-Week Mentor Schedule

By guiding a new member through these weekly assignments, you will be helping to create a strong member who has learned how to maximize the potential of his/her BNI membership. Strong members build a strong and successful chapter. Strong chapters pass quality business.

Worksheets are included (denoted with *) to use as guides to help other chapter members better understand the business of your mentee; you are encouraged to complete the worksheets as well. Your schedule below is slightly different than your mentee's. There are tips in italics and additional mentor materials denoted with **.

Week 1: The Basics (30-45 minutes)

- ___ Member Bio Sheet* ... submit to chapter Secretary/Treasurer
 - *Change "Something No One Knows About Me" before each presentation*
- ___ Schedule Member Showcase presentation with the chapter Secretary/Treasurer
- ___ Discuss BNI Member Policies brochure**
- ___ Discuss On-Time, Attendance & Substitution guidelines
 - *Arriving after (7:00 am) is considered late*
- ___ Read SuccessNet article: Low Absences*
- ___ Discuss effective uses of business card holder
- ___ Discuss use of members' table
 - *Helpful for reducing amount of materials passed around during meeting*
- ___ Discuss meeting room dues, meal ordering, etc. (if applicable)
- ___ Explore BNI regional website (www.bnioregon.com); *Check this out before discussing*
 - *Upcoming events*
 - *Local trainings/education*
 - *Local chapter info*
 - *Member downloads*
 - *Check your personal listing*
- ___ Listen to BNI Orientation CD
 - *It's only 15 minutes long!*
- ___ Register (on www.bnioregon.com or by fax) for the next Member Success Program
 - *Member Success Program must be completed before your first Member Showcase presentation*
 - *Take the Member Success Program with your mentee if you have not taken it within the past year*
- ___ Assign worksheets for Week 2
 - *These should be completed and ready for discussion at the Week 2 meeting*
 - *Schedule next week's meeting*

Week 2: Commercials, Testimonials and Referrals (1 to 1.5 hours)

- ___ Question & Answer from Week 1
 - *Ask open-ended questions*
- ___ Review On-Time guideline
- ___ Review Substitution guideline
 - *Having a substitute, not only keeps your business represented in your absence, it is also an opportunity to invite potential new members and/or referral sources*
 - *Who makes a good substitute? Satisfied customers, co-workers, employees, BNI members from other chapters.*
 - *How do you find a substitute? Ask! Connect with visitors; groom an employee, talk to clients.*
 - *Member responsibilities: Confirm substitute, give directions, provide Sales Manager Moment, check in after, thank them!*
 - *Substitute's responsibilities: Deliver your Sales Manager Moment. If sub doesn't show, member is still considered absent.*
- ___ Review giving referrals and testimonials
 - *Referral slips, effective reporting of One-to-Ones, positive feedback to presenters, testimonials*
- ___ GAINS Profile* ... discuss One-to-Ones
 - *One-to-Ones are educational opportunities not sales calls*
 - *How to report One-to-Ones to chapter*
 - *How to complete One-to-One Follow-Up slips*

- _____ Sales Manager Moments*
- _____ Lowest Common Denominators*
- _____ Referral Slips & Referral Thermometer**
- _____ Referral Tracking System*
- _____ Thank You for Closed Business Program*
- _____ Goals Worksheet*
- _____ Assign worksheets for Week 3
 - *These should be completed and ready for discussion at the Week 3 meeting*
 - *Schedule next week's meeting*

Week 3: Presentations (30 minutes)

- _____ Question & Answer from Week 2
 - *Ask open-ended questions*
 - *Has Member Success Program been completed?*
- _____ Discuss Effective Member Showcase Presentations*
- _____ Discuss Contact Sphere and Power Teams*
- _____ Announce (2 weeks in a row) at chapter meetings your upcoming presentations
 - *Encourage members to invite visitors from your Contact Sphere worksheet (provide post cards**)*
- _____ Assign worksheets for Week 4
 - *These should be completed and ready for discussion at the Week 4 meeting*
 - *Schedule next week's meeting*

Week 4: Beyond Chapter Meetings (30 minutes)

- _____ Introduce Advanced Education Series**
 - *Print a current schedule from www.bnioregon.com, under Events*
- _____ Introduce Book Review*
- _____ Discuss chapter library guidelines; check with chapter's Education Coordinator
- _____ Review Member Renewal procedures
 - *Obtain renewal application from Secretary/Treasurer*
 - *Renewal is not automatic*
 - *Dues due month before expiration*
- _____ Discuss leadership opportunities and responsibilities*
- _____ Review Member Goal Sheet from Week 2
 - *Are your goals attainable?*
 - *Are your goals realistic?*
 - *Do we need to make adjustments?*
- _____ Review Referral Tracking System from Week 2
- _____ Sign Member Win-Win Contract*
 - *File with Chapter Mentor Coordinator*

90-Day Review

- *Schedule a date for this about 90 days after Win-Win contract is signed*
- *Give a copy to Chapter Mentor Coordinator*

Five-Month Review

- *Schedule a date to conduct review*
- *Give a copy to Chapter Mentor Coordinator*