



Kingdom
MILLIONAIRE MATRIX

MENTORSHIP
INTAKE PACKET

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Dear Mentee,

I am thrilled to have the privilege of being your mentor and guiding you on your journey towards a fulfilling and purposeful life.

Together, we will identify areas where you need support and create an action plan to achieve your goals. Throughout this process, I will assist you in exploring strategies and techniques that will help you fulfill your objectives. My role is not to dictate what you should do, but rather to help you examine the aspects of your life that are important and guide you in developing them further. Remember, you are always in control.

To ensure a successful mentoring experience, I request your full commitment even when the process gets challenging. In return, I promise to provide a confidential, supportive, and secure environment where you can express yourself freely.

Before our first session, please complete the following tasks:

- Read and sign the Mentor Agreement
- Complete the Mentee Intake form
- Answer the mentee questionnaires

This welcome pack includes Kingdom Millionaire Matrix Intake Forms, Confidentiality Forms, contract forms, etc.

If you have any questions, please don't hesitate to contact me. I am here to help you every step of the way.

Thank you for choosing me as your mentor. I am excited to help you uncover your unique strengths and talents and build a purposeful, contented life.

Warmest regards,

Dr. Claudette Markes



WHAT IS MENTORSHIP?



Mentoring is a process for helping someone develop in their current job and for the future.

A mentor is a person who offers support and guidance to another; an experienced and trusted counselor or friend (Oxford English Dictionary)

Mentoring is help by one person to another in making significant transitions in knowledge, work or thinking (Megginson and Clutterbuck, *Mentoring in Action*)

It is often characterized by:

- Focusing on the overall development and aspirations of the mentee
- The relationship being professional and also, to some extent, personal
- Mentees share whatever critical issues impact their professional and personal success.
- Being a long-term relationship between the mentor and the mentee
- The employee's manager is not a critical partner in the mentoring process

Through the mentoring process, we would like to promote a culture where:

- all members of staff feel empowered and supported to ask others for mentoring support.
- all members of staff feel open to supporting others' development through mentoring support.

We aim to provide you with all the support and resources that you need to work with a mentor (and make the most of it).

Dr. Claudette Markes

MENTORSHIP PROGRAMS

- Kingdom Power Mentorship
- Leadership Mentorship
- Ministry Mentorship
- Marketplace /Business Mentorship
- Prophetic Mentorship
- Apostolic Mentorship
- Coaching Mentorship
- Prayer Mentorship
- Spiritually, Mentally, Prosperity Development
- Mental Management Mentorship

MENTORSHIP ENGAGEMENT

KINGDOM MILLIONAIRE MATRIX MENTORSHIP OFFERS:

- Custom-designed leadership development strategies and curricula workshops, retreats, and presentations including individual, collaborative leadership, team dynamics, and cultural proficiency
- Team building and strategic planning
- Customized mentoring programs, and training in coaching and mentoring skills.
- Succession planning strategies for leaders, team members, and human resources personnel
- Adult learning approaches, assessment tools, and mentoring the mentee to build strength and capacity.
- Personal (One On One)
- Group
- Zoom
- Conference Call

We are here to strengthen, shape & sharpen you!

Proverbs 27:17 "Iron sharpens iron, so one man sharpens another."

10'C TO EFFECTIVE MENTORSHIP

- Covenant- Pure Partnership
- Consciousness- Precise Perspective
- Clarity- Precise Purpose
- Communication- Precise Proclamation
- Commitment- Prioritization to Process
- Challenges- Propel Pass Problems
- Choices- Planning Progress
- Consequences- Productive Response
- Creative Solutions - Problem Solving
- Conclusions- Prolific Results

men·tor·ship

/ˈmen(t)ər,SHɪp/

Mentorship is the patronage, influence, guidance, or direction given by a mentor. A mentor is someone who teaches or gives help and advice to a less experienced and often younger person. In an organizational setting, a mentor influences the personal and professional growth of a mentee.

Mentorship Described

Mentoring is a learning tool to support personal development. In this relationship, the Mentor helps the Mentee to 'discover their wisdom'. Some characteristics of mentoring:

- Mentoring is essentially a supportive form of development. It focuses on helping an individual manage their career and improve skills.
- Personal issues can be discussed more productively unlike in coaching where the emphasis is on performance at work.
- Mentoring activities have both organizational and individual goals.
- Ongoing relationship that can last for a long time.
- Can be more informal and meetings can take place as and when the mentoree individual needs some guidance and/or support.
- More long term and takes a broader view of the person. Often known as the Mentee' but the term client or Mentored person can be used.
- Mentor usually passes on experience and is normally more senior.
- Agenda is set by the Mentee with the Mentor providing support and guidance to prepare them for future roles.

MENTEE & MENTOR ROLES

Mentee Role:

The mentee's role is to manage the mentoring partnership. Since the partnership is focused on the mentee's learning objectives, it is essential that potential mentees devote time to clarifying professional goals and identifying strengths that will promote the achievement of those goals and development areas that may be obstacles.

Mentor Role:

The mentor's role is to share experience, insights and feedback that will guide the mentee in the achievement of his or her learning objectives. Listening plays an important part in the mentoring role – listening to understand the mentee's goals and to uncover key learning opportunities that support those goals.

MENTORSHIP COMMITMENT

1. Attending – being attentive.
 - Maintain comfortable eye contact.
 - Display attentive body language. Face them squarely, lean a little forward in your seat, appear relaxed, and show that you are paying attention.
 - Key verbal qualities include tone of voice, pitch, volume, and rate of speech.
 - Stay with the topic and resist the temptation to change the subject or ask irrelevant questions.
2. Listening – truly seeking to understand.
 - Be aware of both content and delivery.
 - How the communication is delivered is as important as the content.
 - Notice facial expressions, tears, changes in voice, etc.
 - Keep your own emotions under control. Don't stop listening because you feel uncomfortable or dislike what you're hearing.
 - Encourage further sharing. An occasional paraphrasing or repetition or a short "tell me more" comment can encourage the other person to keep talking.
 - Remember, you can think faster than the other person can talk. Because of this, you can reflect on what you are seeing and hearing, evaluate what you have heard, and ask yourself what the person is really trying to communicate.
 - Ask questions sparingly – especially at the beginning. Try to avoid asking, "Why?" This often distracts the person into giving explanations or justifications for behavior.
 - Try not to interrupt and avoid preaching, lecturing, giving advice, or arguing.
 - Don't get carried away by your own curiosity. Your purpose in listening is to understand and help the other person, not to satisfy your own curiosity or personal needs.

MENTORSHIP COMMITMENT

- Use empathy – the ability to comprehend and understand the feelings and experiences of others – to look through their eyes and walk in their shoes for a time. This does not mean we agree with their expressions or condone their behavior.

3. Leading – using techniques that encourage mentees to talk to share feelings, to say what they are thinking, or to describe what has been done or not done about the problem in the past.

- Ask an open question or make a request that cannot be answered by a single word.
- Give a summary of the situation as you see it, and ask if your perception is correct.
- Try a leading comment. These are statements designed to keep the conversation going. “What happened next?” “Where did you go from there?”
- Try reflecting. This involves saying in fresh words what the mentee seems to be expressing or feeling. “Sounds to me like you feel guilty about what you did.”
- Restate the mentee’s thoughts. This is another type of reflection and might include statements such as “I get the impression you are confused by what your boss is telling you.”
- Offer a description of the mentee’s behavior as you see it. Sometimes these are called immediacy responses. “Right now you seem to be pretty tense.” “You’re smiling, but I get the idea you hurt inside.”

4. Supporting – giving encouragement, help, guidance, and sometimes tangible assistance. At times we rejoice with others over some victory, but at other times we weep together.

Romans 12:15 Rejoice with them that do rejoice, and weep with them that weep.”

- If there is sin, we encourage the mentee to confess it.
- Acknowledge the reality of the situation without necessarily condoning it.

5. Influencing – guiding the process of helping the person face up to his actions.

- Restate, paraphrase, and summarize. Here the mentor pulls together what has been said and repeats or restates it using different words.
- Give feedback. Sometimes it’s necessary to express how the mentor or others to view the person who has come for help. Try to be specific, nonjudgmental, and informative.
- Make self-disclosures- Express your thoughts or feelings to the person. It can be useful for the mentee to know how you are feeling, but be careful not to shift the focus onto yourself or imply your attitudes, emotions, or opinions are the only valid or correct ones.
- Make suggestions, give advice, or provide information. It is best to be respectful and gentle. Give information in the form of suggestions. For example, “How would you feel about talking directly to your boss about the way you are being treated?”
- Make interpretations. Here the mentee is given a different and unique way of looking at some issues. Be tentative as you present your interpretation of what is going on; you could be wrong.

MENTORSHIP COMMITMENT

- State logical consequences. This is a method by which the mentor states what is likely to happen if the mentee continues on his present course of action. Use these statements to lead to discussions about how the mentee might change and not as hammers intended to force change. For example, "As you are smart enough to know, if this workaholic lifestyle persists, you could be successful in your career but lose your family."
 - Give directives and make confrontations. This involves telling the mentee what he must do to change. Often this involves pointing out the inconsistencies, sinful relationships, or other attitudes and behaviors that need to be changed.
6. Confronting – identifying failures to live by the Word of God.
- Examples of situations where confronting is appropriate:
 - *Sin*
 - Inconsistent behavior. "You say you love your wife, but you are mean to her."
 - *Self-defeating behavior* "You want to succeed, but you set your standards so high you are sure to fail."
 - Evading issues. "You say you want to grow spiritually, but every time this issue comes up, you change the subject." a) b. To be most effective in bringing change, it is best done in a gentle and nonjudgmental fashion (Matthew 7:1; Galatians 6:1). The mentor must be courageous enough to risk getting overt or passive resistance from the mentee who might not want to face the reality of his sin, failure, or inconsistency in life. Remember your task is not to condemn, but to help; not to stir up trouble, but to stimulate healing. Be sure to offer your support throughout the process.
7. Teaching – helping the person learn how to act, feel, and think differently.
- Teaching may involve giving instruction, giving advice, or telling others what to do. It usually is more effective for mentors to show by their behavior and lifestyles how to live or think more effectively; to give praise, encouragement, or other reinforcement when a mentee shows improvement; and to work with mentees as they make decisions, take actions, and evaluate what they are doing to change.
 - Role play is sometimes a good tactic.



MENTORSHIP INTAKE FORM

Name

Date of birth

Address

Email

Phone number

Goal Setting – what do we want to accomplish?

Goals are necessary to bring purpose and accountability to a mentoring relationship. A goal can be general, but it needs to be followed up by specific actions to ensure it is measurable and attainable.

Goal #1:

Specific actions to meet this goal:

How can the Mentor help you achieve this goal?

Goal #2:

Specific actions to meet this goal:

How can the Mentor help you achieve this goal?

Encouragement for the Mentee

Remember to:

- Pray for your meetings.
- Arrive for meetings on time.
- Be open. Share honestly and ask questions.
- Let the mentor and the elder know if the mentoring relationship is not working.



GOAL SETTING

What is one key thing you want to achieve at this moment?

What are the three areas you wish to develop?

1.

2.

3.

What do you see as the real challenge right now?

Imagine you've had the perfect week. What outcomes make you most proud?



MENTORING PLAN WORKSHEET

Date of 1st meeting: _____

Mentee: _____ Address: _____
Phone #: _____ Email: _____

Mentor: _____ Address: _____
Phone #: _____ Email: _____

- The best place to meet is: _____.
- The best time to meet is:
morning, noon/during day, late afternoon, evening, Saturday, or Sunday
(circle one)
- The mentee and mentor will meet:
weekly, monthly, quarterly, or at the discretion of the mentor
(circle one)

The mentee will also meet periodically with the elder and/or a minister for counseling:
weekly, monthly, quarterly, or at the discretion of the elder/minister
(circle one)

- The relationship will be reviewed honestly for effectiveness by both mentee and mentor at the following checkpoints:
1st month, 2nd month, 3rd month, 6th month, or 12th month anniversary
(circle all that apply)
- Our target end date for this mentoring relationship is: _____.
(Relationships can continue beyond this date and often will in a different form or with different goals. This target date will bring some accountability to the relationship and its current goals.)



ABOUT YOU

What talents and skills do you have?

What skill would you like to develop?

What are your strengths?

What are your weaknesses?

What are your best characteristics?

What things are important to you?



MENTORSHIP QUESTIONNAIRE

Use this questionnaire to determine if coaching is right for you.

Question	YES	NO
Are you looking to make a positive change in your life?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a goal you want to achieve?	<input type="checkbox"/>	<input type="checkbox"/>
Are you prepared to shift your perspective?	<input type="checkbox"/>	<input type="checkbox"/>
Would you like someone to help you create change?	<input type="checkbox"/>	<input type="checkbox"/>
Are you looking for new ways to achieve your goals?	<input type="checkbox"/>	<input type="checkbox"/>
Are you prepared to see things differently?	<input type="checkbox"/>	<input type="checkbox"/>
Have you experienced a big change in your life recently?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have coping systems for challenging situations?	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel motivated every day?	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel unsure about the direction your life is taking?	<input type="checkbox"/>	<input type="checkbox"/>
Do you need help with setting meaningful goals?	<input type="checkbox"/>	<input type="checkbox"/>
Are you prepared to do hard work and be committed?	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any other information you would like to share?



MENTORSHIP SUCCESS GUIDELINES

WHAT IS EXPECTED OF THE MENTEE

- ✓ Prayer - the mentee should pray for you, himself, and the process
- ✓ Key responsibilities of the mentee to be committed to the relationship & arrive for meetings on time.
- ✓ Be open, candid, and teachable. The mentee has a responsibility to ask questions and give the mentor needed information so both can have the most productive relationship.
- ✓ Be willing to persevere with a relationship but also be willing to let the mentor know if and when the plan for mentoring is no longer working.
- ✓ Complete follow-up assignments and follow the plan and goals agreed to by both mentor and mentee.
- ✓ Provide feedback throughout the process...this is key!

WHAT IS EXPECTED OF THE MENTOR

- ✓ Attending - being attentive.
- ✓ Listening - truly seeking to understand.
- ✓ Leading - using techniques that encourage mentees to talk to share feelings, to say what they are thinking, or to describe what has been done or not done about the problem in the past.
- ✓ Clarify goals and create detailed action plans so that the pathway to achieving those goals is clear.
- ✓ Schedule face-to-face mentoring sessions following the content set out in mentor plan.
- ✓ Hold the mentee accountable for the progress they are making towards achieving their goals.
- ✓ Supporting by giving encouragement, help, guidance, and sometimes tangible assistance and Confronting by identifying failures to live following the Word of God
- ✓ Teaching - helping the person learn how to act, feel, and think differently.

I have read these guidelines and agree to follow them.

Mentee Signature:

Mentor Signature:



MENTORSHIP GUIDELINES



In all of our interactions as mentee and mentor, we agree to:

- Engage in conscious communication with each other.
- Offer mutual support and respect for each other's individual paths.
- Be mindful and responsible for our own thoughts, words and actions.
- Cultivate an environment oriented to personal growth.
- Maintain honesty and integrity to ourselves and others.

Mentee Name _____ Signature _____ Date _____

Mentor Name _____ Signature _____ Date _____



OUR MENTORSHIP SESSIONS



So that you know what to expect, here is a short summary of how our coaching sessions will work:

- We will meet each week/month at {time_____ /date_____}
- A day before each meeting you will have completed the pre-session/ pre-call form and returned it to me
- During the session, we will focus on the agreed action steps and goals identified in your plan or pre-session/pre-call form. However, if you'd like to explore a different area, please give me 24 hours' notice so that I can be best prepared for you.
- During the week you will have taken the time to work on the steps set out in your mentorship action plan.
- Each month, we will carry out a reflection exercise when we evaluate progress and review how effective the mentorship sessions are for you.



CONFIDENTIALITY AGREEMENT

For the mentoring relationship to succeed, it must be confidential. Any information that the mentor receives about the mentee or other people will be kept confidential and not relayed to anyone or exploited for personal gain.

The exception to this will be in the case the Mentor believes the Mentee or another individual to be at risk.

- Physical, emotional, or sexual abuse
- Thoughts of suicide
- Physical harm to self (e.g., cutting)
- Threat of bodily harm or death to another person
- Abuse, neglect, or financial exploitation of a senior citizen.

We at KINGDOM MILLIONAIRE MATRIX Mentorship take the responsibility and role of mentorship very seriously. At any time to disconnect or discontinue the mentorship relationship.

By signing below, you agree with the information laid out in this document.

Mentee's Name _____ Signature _____ Date _____

Mentor's Name _____ Signature _____ Date _____



CONFIDENTIALITY AGREEMENT



As your MENTOR, I agree to keep all information shared about you and your life, private and confidential, as allowable by law.

Our relationship as client and coach is confidential and anything that is said or revealed will not be disclosed unless it includes disclosure of illegal or criminal activities.

I will not share any personal information with anyone without your express permission. Exceptions to the above may occur if it is judged that there is an imminent threat of serious injury to yourself or someone else.

By signing below, you agree with the information laid out in this document.

Mentee's Name _____ Signature _____ Date _____

Mentor's Name _____ Signature _____ Date _____



TERMS & CONDITIONS

These terms and conditions form part of your agreement with your
Kingdom Millionaire Matrix Mentorship

PAYMENTS

All payments must be made in full before any sessions being undertaken. After payment, you will receive a copy of this agreement, along with a receipt for any payment of sessions you make.

PURCHASING EXTRA SESSIONS

Extra session purchases can be made on-line. You will be contacted within scheduled time of your purchase to discuss your personal goals with your Mentor.

CANCELLATIONS

We require a minimum of 24 hours prior notice of any cancellation of any mentoring workshop sessions. This can be made directly through the contact details given in this pack. If you do not provide a minimum of 24 hours prior notice, you may lose that session and no refund will be made to you.

Any rearranged canceled sessions will be at a time mutually agreed upon between you and the mentor.

REFUNDS

NON-REFUNDABLE AND NON-TRANSFERABLE



MENTEE AGREEMENT

Mentee Name

This client agreement is entered into between Kingdom Millionaire Matrix and the client named above. It will start on _____ and continue on a monthly plan for 12 months.

FEES

The fee for the membership will be charged every month at a rate of **\$99** per month. By choosing this option, your first payment to Kingdom Millionaire Matrix will be withdrawn at the time you sign up. Your monthly commitment will be automatically drafted on the same day each month thereafter until cancellation of membership.

CANCELLATION POLICY

Cancellation of commitment has to be done 10 days prior to payment date. Payments are non-refundable and non transferable.

SERVICES

The client will be provided with a monthly meeting to their specific needs. This plan will be created by the designated Mentor and client using the previous month's results and the following month's goals and objectives.

TERMINATION

Termination of this agreement may occur at the discretion of the Kingdom Millionaire Matrix if the client does not fulfill their obligations. Obligations include payment of monthly fees and implementing the plan as set out by the instructor.

CONFIDENTIALITY

The relationship between the client and instructor is confidential and anything that is said or revealed will not be disclosed unless it includes disclosure of illegal or criminal activities.

The methods utilized by Kingdom Millionaire Matrix do not guarantee results. They are guidelines for clients to follow only.

By signing below, you agree with the information laid out in this document.

Signed _____ Date _____



CONTRACT

This Agreement is entered into by and between: _____ (Mentor) and _____ (Mentee) whereby Coach agrees to provide Coaching Services for Client.

1) Mentor-Mentee Relationship

The mentor agrees to maintain the ethics and standards. A mentee is solely responsible for creating and implementing his/her own physical and mental well-being resulting from the mentor-mentee relationship. The Mentee agrees that the Mentor is not and will not be liable for any actions or inaction, or for any result of any services provided by the Mentor. The mentee acknowledges that he/she may terminate the mentorship relationship at any time. The mentee acknowledges that mentoring does not involve the diagnosis or treatment of mental disorders and that mentoring is not to be used as a substitute for therapy. The mentee agrees to communicate honestly, be open to feedback and assistance, and to participate fully in the program.

2) Services

The parties agree to engage in a 12 month Mentorship Program through Zoom meetings. .

3) Schedule and Fees

By choosing this option, your first payment of \$99 to Kingdom Millionaire Matrix will be withdrawn at the time you sign up. Your monthly commitment will be automatically drafted on the same day each month thereafter until the cancellation of your membership. Cancellation of commitment has to be done 10 days prior to the payment date.

4) Procedure

The time of the mentorship meetings and/or location will be determined by Mentor and scheduling.

5) Confidentiality

This Mentee/Mentor relationship is bound by the principles of confidentiality set out in the ICF Code of Ethics. The Mentor agrees not to disclose any information about the mentee without written consent. Confidential Information does not include information that is disclosed which the Mentor believes to be an imminent risk of harm to the mentee or others or illegal activity.

6) Cancellation Policy

Cancellation of commitment has to be done 10 days before the payment date. Payments are non-refundable and non-transferable.

7) Termination

Either the Mentee or the Mentor may terminate this Agreement at any time with prior written notice. The mentee agrees to compensate the mentor for all mentoring services rendered.

8) Limited Liability

In no event shall the Mentor be liable to the Client for any indirect, consequential or special damages.

This Agreement shall be binding upon the parties hereto.

Mentee Name _____ Signature _____ Date _____

Mentor Name _____ Signature _____ Date _____



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