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# Handbook for the RestART Mentors Toolkit:

A quick guide to help mentors getting started with the Toolkit



RestART  
EUROPE

[www.restarteurope.org](http://www.restarteurope.org)



FH MÜNSTER  
University of Applied Sciences

Fircla



UNIVERSITÀ DEGLI STUDI DI NAPOLI  
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Project Title: Mentoring Second-chance Female Entrepreneurs to Restart the European Arts and Creative Sector

PR4: Handbook for the RestART Mentors Toolkit

Project Website: <https://www.restarteurope.org/>

The handbook is part of the European project, "RestART Europe-Mentoring Second-Chance Female Entrepreneurs to Restart the European Arts and Creative Sector", led by the Science-to-Business Marketing Research Centre at the FH Münster University of Applied Sciences. It brings together five partners from four countries. The project is funded by the ERASMUS+ Cooperation partnerships in adult education programme for a three-year timeframe, RestART Europe partners have ambitious plans to become pioneers in offering a mentoring program that seeks to train mentors to provide guidance, motivation, and role modelling to second-chance female entrepreneurs and equip them with the entrepreneurial skills in the arts and creative sector.

This publication was authored collectively by the members of the RestART partnership.

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## Consortium Partners



## Disclaimer

“The information and views set out in this website are those of the authors and do not necessarily reflect the official opinion of the European Union. Neither the European Union institutions and bodies nor any person acting on their behalf may be held responsible for the use which may be made of the information contained therein.”

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## 05 Be part of RestARTing Europe! Join Us!



## About the project: RestART Europe





## About the project

The European project “RestART Europe-Mentoring Second-Chance Female Entrepreneurs to Restart the European Arts and Creative Sector” is funded by the ERASMUS+ Cooperation partnerships in adult education programme for a three-year timeframe, under the reference 2021-1-FR01-KA220-SCH-000029887.

## Project goals

The Project aims to connect restarting women and potential mentors in the arts and creative industries to improve the quality of mentoring and generate a positive impact for women entrepreneurs in the arts and creative industries.

The goal will be achieved by:

... providing flexible and innovative training to potential mentors to be the vehicle to equip restarting women entrepreneurs with the entrepreneurial and 21st-century skills needed for entrepreneurship in the arts and creative industries.

... developing a set of instruments and courses that help mentors to address the business and psychological needs of women entrepreneurs seeking to restart their businesses.

## The project results

### PR1: STATE OF R-ART ANALYSIS REPORT

- [Restarting business in the Creative and Art industry through Mentorship report](#)
- Leading Organization – FH Münster University of Applied Sciences (Germany)

### PR2: ONLINE PLATFORM MENT-NET AND MENTORING SCOPE

- [Ment-net platform](#)
- Leading Organization – ACEEU GmbH (Germany)

### PR3: THE RESTART MENTOR'S TOOLKIT

- [Empowering Restarting Women Entrepreneurs: Unleash the Potential with the Mentor's Toolkit](#)
- Leading Organization – Firda (Netherlands)

### PR4: MENTOR CAPACITY BUILDING PROGRAM AND HANDBOOK

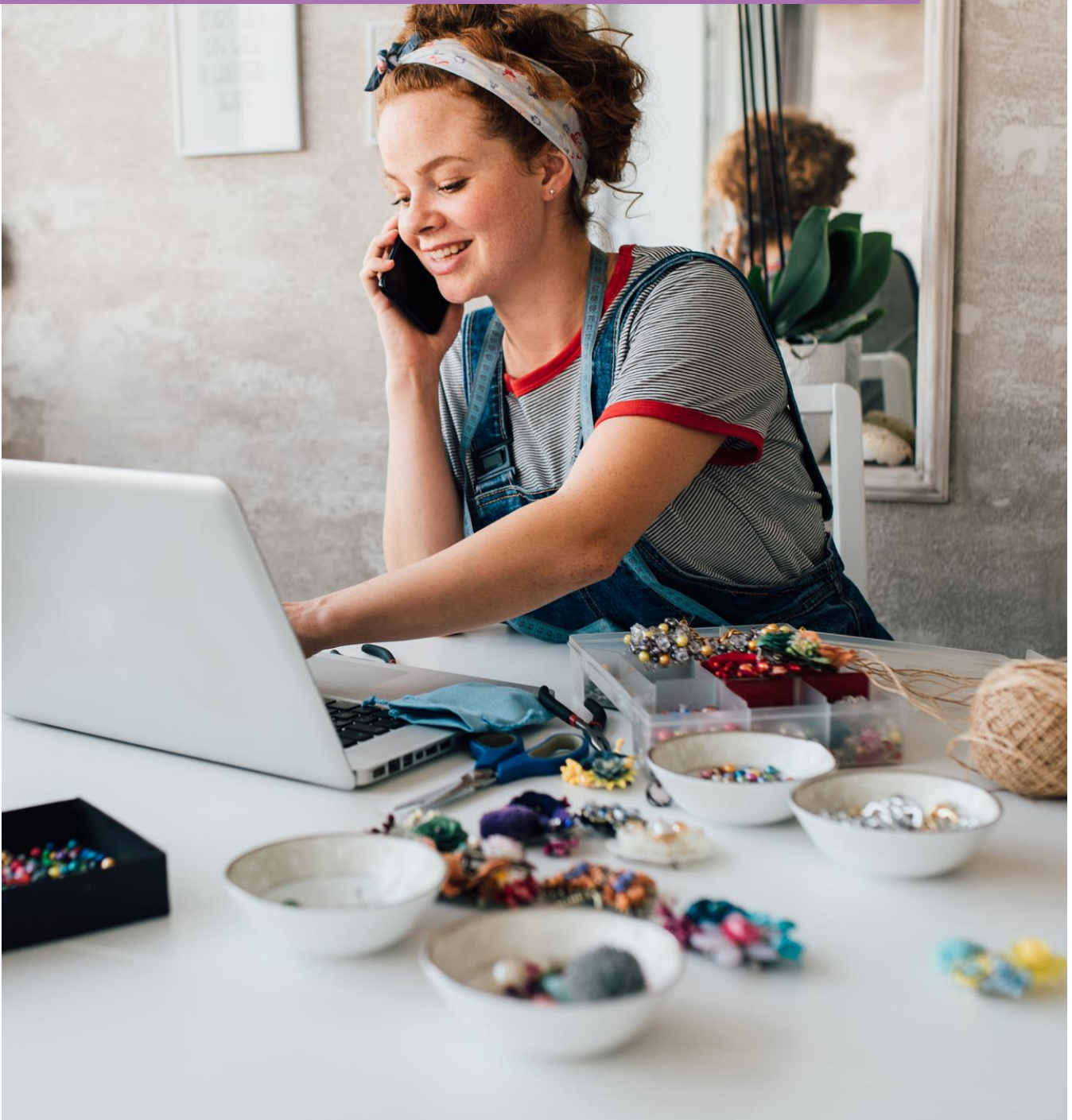
- Leading Organization – COFAC Cooperativa de formacao e animacao cultural, CRL (Portugal)





## About the Handbook

What is the purpose of this handbook?  
Who should read this handbook?



## What is the purpose of this Handbook?

.....

To provide **guidelines** for mentors on how to use the toolkit "Empowering Restarting Women Entrepreneurs: Unleash The Potential with the Mentor's Toolkit". The toolkit aims to **enhance the skills** of mentors by providing them with insights into effective mentoring techniques, communication strategies, problem-solving approaches, and conflict-resolution methods. It equips mentors with the ability to foster a supportive and conducive environment for the growth and development of restarting women entrepreneurs in art and creative industries.

## Who should read this Handbook?

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The handbook is designed for all **potential mentors** who are passionate about supporting women entrepreneurs in the art and creative industries; for a broad range of individuals (e.g. entrepreneurs, business owners, managers, professionals, etc.) who are willing to **share** their knowledge, expertise, and experience to **empower** and mentor **aspiring** entrepreneurs in the dynamic and vibrant landscape of the art and creative industries.







## About Mentors

Who is (or can be) a mentor?  
Why should I be a mentor?  
How can I become a mentor?





Mentors will receive the knowledge and tools to develop an appealing mentoring offer to support women entrepreneurs in the arts and creative industries who are seeking to restart. The program will focus on **building confidence** in their personal and entrepreneurial skills.






It also aims to **increase awareness** and **preparation** for failure and problems, **overcome** them, and **cope psychologically** with them to maintain the business despite the barriers they face. The program will be dedicated to developing and **enhancing the skills of mentors** in various sectors.

## Who is (or can be) a mentor?

Anyone, regardless of their gender, with a strong entrepreneurial focus aiming to support women and non-binary entrepreneurs within the art and creative industries, can be a mentor. Mentors can have diverse backgrounds, spanning academia, business, non-profit organizations, and the political arena.

Mentors must comply with the Ment-Net [“Guidelines for Ethical Conduct and Prevention of Abuse”](#).

## Why should I be a mentor?

-  Networking (with other mentors and mentees)
-  Learning
-  Upskilling
-  Accessing tools and best practices for mentoring
-  Contributing to support women and non-binary people entrepreneurs
-  Contributing to a more diverse, inclusive and equal Cultural and Creative Sector

## How can I become a mentor?

To become a mentor, you should register on the online platform [ment-net](#).

For more info about the platform ment-net, watch our [video](#).



## About the Toolkit

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- The toolkit goals
- The toolkit structure
- The tools' features and icons
- The toolkit's languages
- How can I use the Toolkit?
- Toolkit Roadmap
- Digital tools
- What is next?
- Assess your knowledge and deepen it





The toolkit **“Empowering Restarting Women Entrepreneurs: Unleash The Potential with the Mentor’s Toolkit”** is a comprehensive set of tools that are available for all potential mentors.

The toolkit provides pedagogical resources, which includes over **100 mentoring instruments**, such as templates, guidelines, case studies, and relevant industry insights, among many others.

The toolkit is an online resource freely accessible on the project [website](#) and [the Ment-Net platform](#).

## The toolkit goals

The toolkit aims to:

- Promote learning among mentors by leveraging their diverse strengths and areas of expertise (upskilling mentors)
- Support mentors’ engagement with mentees, and the provision of high-quality mentorship relationships





## The toolkit structure

To become a mentor, **The RestART Mentors Toolkit** is structured as a visual map in which mentors can look up alternative instruments and best practices to support and develop mentoring programs/activities for restarting women entrepreneurs.

The toolkit is structured around the mentoring stages, and throughout those four stages, you, as a mentor, will also improve your skills in three main areas: Entrepreneurship, 21st Century, and Socio-Cultural skills. These are priority areas of interest for mentoring women and non-binary people who are restarting their businesses, projects or activities in the arts and creative sector.

Mentors can access and use different tools in those three main areas, as they go along the process of learning about the preparation, negotiation, growth, and closure of the mentoring relationship.

### Mentoring stages

-  Preparation
-  Negotiation
-  Growth
-  Closure

### 21st Century skills

- Communication
- Creative thinking and acting
- Critical thinking
- Problem-solving, thinking, and acting
- Networking
- Social and cultural skills
- Self-regulation

### Entrepreneurship skills

- Finance, subsidies, funding
- Strategic thinking
- Planning, time management
- Branding, marketing
- Sales
- Ethics

### Social-cultural skills


- Awareness of the social position of women in the creative sector
- Empowerment/Resilience
- Characteristics of the creative sector





Each tool in the toolkit has the following features includes:

- Description
- Benefit of the tool
- Degree of difficulty
- Estimated time
- Estimated skills needed to use the tool
- Estimated digital tools need
- Skills acquisition

## Icons overview

 The time given here is an estimate of the actors involved in the tool. It may vary depending on the implementation, the number of people, and the context, etc.

 This icon highlights the skills the mentee will acquire or enhance through tool usage.

 Some methods can be applied without much preparation, while others require specific skills and experience in processes.


**Easy:** The tool can be understood and applied without prior methodological or technical knowledge.

**Medium:** This tool is easy to use with previous knowledge and further information.

**Hard:** The tool requires some prior methodological or technical knowledge or training.

## The toolkit's languages

The toolkit is available in 5 five different languages:

 English

 Dutch

 German

 Italian

## How can I use the toolkit?

**Step 1:** Download [the pdf](#) (or access this [link](#), and then [download the pdf](#))

**Step 2:** Choose your learning experience through the [toolkit roadmap](#) (see next page), and learn about the mentorship relationship, as you build your skills in different areas.



# MENTOR'S TOOLKIT MAP



## CLOSURE

- Evaluate results
- Empowering
- Share experience



## GROWTH

- Working toward goals
- Content mentoring topics

- Social position of women in the creative sector
- Empowerment

## SOCIO-CULTURAL SKILLS



- Communication
- Creative thinking and acting
- Critical thinking
- Problem-solving
- Networking
- Self-regulation



## ENTREPRENEURSHIP SKILLS

- Finance, subsidies, funding
- Strategic thinking
- Planning, time management
- Branding, marketing
- Sales
- Ethics

## 21<sup>ST</sup> CENTURY SKILLS



## NEGOTIATION

- Define strategy
- Discuss expectations
- Define relationship mentor/mentee

- Building the relationship
- Building trust
- About mentoring
- Vision on mentoring
- Models for mentoring

## PREPARATION








## START






# Digital tools

The tools and methods listed here can support you as a mentor to make mentoring more effective and efficient – and simplify the implementation of tools.




## COMMUNICATION TOOLS

-  Cisco WebEx: Software for video conferences and online meetings
-  Google Hangouts: Video and chat communication via Google
-  Slack: Collaboration and communication tool for groups bundled in channels
-  Microsoft Teams: Communication tool for group and team chat with a focus on digital collaboration
-  Zoom: Video conferencing system with breakout rooms






## ORGANIZATION TOOLS

-  Asana: Tools for complex tasks
-  Calendly: scheduling software between individuals, the whole team or external partners
-  Evernote: Manage and organize tasks and notes
-  Notion: Provision of various components for create your own management system
-  Trello: Kanban-based task management tool




## DOCUMENT STORAGE TOOLS

-  Dropbox: Most used cloud storage system on the market with 2 GB free storage, expandable to 16 GB free storage through referrals to friends
-  Google Drive: Free cloud storage system from Google up to 15 GB
-  OneDrive: Free cloud storage system from Microsoft up to 5 GB

## CREATIVITY TOOLS

-  Xd: Graphics software for designing graphical user interfaces for web apps and mobile apps.
-  Canva: Graphic design platform for creating visual content
-  Figma: vector graphics editing and prototyping tool
-  Miro: Online whiteboard for team collaboration
-  Mural: Online whiteboard for digital collaboration

## ENGAGEMENT TOOLS

-  Kahoot!: Game-based learning platform through quizzes
-  Mentimeter: Creative real-time voting and idea collection
-  Slido: Real-time Q&A voting platform

## What's next?

Assess your knowledge and deepen it!

After using the toolkit, you can

- 1- Take our [self-assessment tool](#) to identify any knowledge gaps that require attention and resolution
- 2- Enroll in our [Online Mentor Training Program](#), take our Massive Open Online Courses (MOOC) on Mentorship and Arts Entrepreneurship.





**Be part of RestARTing  
Europe! Join us!**



An European Project

# RestART

RestART Project aims to promote mentoring programs for women entrepreneurs in the arts and creative industries who failed with their previous businesses.

SEE MORE →



## Ready to make a difference?

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Discover the power of mentorship! Dive into the Mentor's Toolkit and unleash the potential of restarting women in the arts and creative sector.

Website

<https://www.restarteurope.org/>

Platform

<https://ment-net.restarteurope.org/>

Facebook

<https://www.facebook.com/restarteuropeproject>

LinkedIn

<https://www.linkedin.com/company/restart-europe>

**DO YOU WANT TO KNOW MORE  
ABOUT OUR INITIATIVE?**

VISIT US AT:

<https://www.restarteurope.org/>

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