



NatAlli Toolkit

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Introduction | About this Toolkit and Mentorship

| About this Toolkit

This toolkit is a resource for both mentors *and* mentees. Mentors can refresh their knowledge and skills around mentoring, while mentees can use the tools to make their entrepreneurial journey a little easier, as well as **learn to become a mentor themselves**. The toolkit is modular; not all mentors or mentees will need every tool. Feel free to pick and choose the tools that best suit your journey and goals! The toolkit has four chapters, which can be distinguished by target group and purpose:



| Mentorship vs. Coaching and Training

Mentorship is a dynamic, collaborative relationship where an experienced individual (mentor) provides guidance, knowledge, and support to another person (mentee) to help them navigate challenges and achieve personal or professional goals. While often confused, mentorship differs significantly from coaching and training:

- **Coaching** focuses on performance improvement in specific areas, typically in a structured, short-term setting. It emphasises goal setting and skill development.
- Training delivers knowledge or teaches a particular skill through predefined curricula, often in group settings.
- **Mentorship**, by contrast, is a personalised, long-term relationship centred on holistic development. It aims to empower mentees by fostering self-discovery, confidence, and independent problem-solving.
- **Reverse mentorship** is the opposite of traditional mentoring, pairing a more senior or experienced individual to be mentored by a more junior one.

| Core Aspects of Effective Mentoring Relationships

Successful mentorship is built on mutual respect, trust, and open communication. Key elements include:

- 1. Clear Expectations: Both mentor and mentee must define roles, goals, and boundaries at the outset.
- 2. Active Listening: Mentors must listen without judgment, allowing mentees to express themselves freely.
- 3. **Empowerment:** Encouraging mentees to explore their ideas, make decisions, and learn from experiences is critical.
- 4. **Feedback and Reflection:** Constructive feedback should focus on strengths and opportunities for growth, fostering confidence and capability.

| Benefits and Challenges of Mentoring

Mentorship offers significant benefits for both parties. Mentees gain invaluable insights, skills, and networks to achieve their goals, while mentors find fulfilment in fostering growth and expanding their own perspectives. For mentors of Ukrainian migrant women, this relationship also opens pathways to cross-cultural understanding and a deeper appreciation of diverse entrepreneurial approaches.

However, mentorship is not without challenges. These may include navigating cultural differences, managing time commitments, and balancing guidance with mentee autonomy. Acknowledging and addressing these challenges can strengthen the relationship and ensure its success.

| Unsure where to start? Pick your pathway below:

We recommend starting with the capacity assessments (Tool 1.1.). If you would like to start using the toolkit more immediately, you can consider the following pathways:

MENTOR PATHWAY

For mentors to prepare, connect, and guide with care

Get Started

- Read the Introduction (p.3)
- Tool 1.2: Mentorship Action Plan

Build the Relationship

- Tool 1.3: Active Listening
- Tool 1.4: Relationship Building
- Tool 1.5: Role Models
- Tool 1.6: Ending Mentorship

Ounderstand Culture & Well-being

- Tool 4.1: Cultural Considerations
- Tool 4.2: Psychological Well-Being

MENTEE PATHWAY

For mentees to build confidence and take action

Start Strong

- Read the Introduction (p.3)
- Tool 1.2: Mentorship Action Plan

Build Skills & Confidence

- Tool 3.6: Self-Confidence & Motivation
- Tool 3.5: Personal Leadership
- Tool 2.1: Networking
- Tool 2.2: Communication
- Tool 2.4: Setting Up Your Business Abroad
- Tool 2.5: Sustainable Business Model Canvas

Become a Mentor Yourself

Section 1: Mentoring Skills

Wrap Up & Reflect

Tool 1.6: Ending Mentorship

O1 Mentoring Skills





1.1 Capacity Assessments



A **capacity assessment** is a structured evaluation tool used in mentorship programs to assess the existing skills, knowledge, experience, and needs of both mentors and mentees. For **mentees**, it helps identify their entrepreneurial competencies, business acumen, and areas requiring support- such as financial literacy, networking, or cultural adaptation. For **mentors**, it provides insight into their own expertise, mentoring style, and the best ways to guide their mentees effectively. By mapping out strengths and development areas, capacity assessments create a clear foundation for setting meaningful goals and structuring mentorship sessions.

| Why is it useful?

Capacity assessments help mentors and mentees identify strengths and development areas, ensuring that mentorship is tailored to real goals. For female Ukrainian entrepreneurs navigating new business environments, these assessments provide a structured way to evaluate their entrepreneurial skills, knowledge, and motivation.

| How to apply it

Applying capacity assessments is simple. Note, there are two distinct assessments, one for mentors and one for mentees:

- 1. Mentors do the capacity assessment as a structured self-evaluation. From that assessment, strengths arise. These identified strengths can help in mentor-mentee matchmaking.
- 2. Mentees start their assessment also as a structured self-evaluation, and discuss findings with the mentor. The results of the assessment feed directly into too 02: the Mentorship Action Plan, which sets clear goals and development areas for the mentee. This plan ensures mentorship sessions are intentional, structured, and aligned with the mentee's entrepreneurial journey, making the process more effective for both mentor and mentee.

| Where to find it

- Capacity assessment for mentors
- Capacity assessment for mentees

1.2 Initiating Mentorship: Mentorship Action Plan



Mentorship is a powerful tool for professional and personal growth, fostering learning, guidance, and meaningful connections. The Mentorship Action Plan Template is designed to provide structure and clarity to the mentoring relationship, ensuring that both mentors and mentees gain maximum value from the experience.

This template helps define clear learning goals, identify key development areas, and establish a concrete action plan. By setting SMART goals (Specific, Measurable, Achievable, Relevant, and Time-bound) and outlining competencies to develop, this plan creates a roadmap for progress.

Throughout the mentorship journey, this document will serve as a living guide, allowing for regular check-ins, progress tracking, and milestone achievements. By maintaining a structured yet flexible approach, mentors and mentees can reflect on growth, address challenges, and make necessary adjustments to ensure a meaningful mentorship experience.

| How to apply it

Together, the mentor and mentee will go through the mentee capacity assessment (tool 01) and decide on an action plan which includes:

- Overarching learning goals for the mentorship that are SMART (Specific, Measurable, Achievable, Relevant and Time-bound):
- **Development areas and action points per area** in need of strengthening, as well as the desired competency level to reach during the programme;
- Inputs necessary to get there (e.g. resources, tools, or training needed to achieve each action point) part of action points section.
- **Duration** of mentor/mentee programme;
- **Frequency and process of meetings,** as well as brief reflections after each meeting to capture lessons learned, challenges faced, and any minor adjustments to action points;
- A plan/calendar to track progress.

| Where to find it

Mentorship Action Plan Template

1.3 Active Listening



Active listening is a critical skill for successful mentors.

- You must regularly assess where your mentee is on their journey. You cannot be successful in leading them forward unless you know where they are currently.
- If you start at any other point in the journey and try to move your mentee forward, they will become confused or lost.
- In addition, active listening creates trust between two people. Without trust, your mentee will be hesitant to follow your advice as you take them along the journey" (Russo, 2019)

| How to apply it

The "Active Listening Wheel" is an infographic to illustrate different ways to promote active listening in a conversation. It is useful for the mentor to reference when managing a difficult conversation with their mentee. You can reference the tool during conversation to ensure you are giving your mentee the time and space to speak and making them feel heard by using the following tips:

- Use Open Questions
- Summarise what they said
- Reflect what they've said back to them
- Use clarifying questions
- Give them short words of encouragement
- React to what they say
- Use silence to prompt them to speak further

| Where to find it

Tips on having and managing difficult conversations

| Additional Resources

- DEAL: Lesson on developing listening skills
- Guideline on active listening skills

1.4 Relationship Building



Mentorship is a powerful tool that fosters personal and professional growth. Whether you're a mentor or a mentee, cultivating a strong relationship can significantly impact your career trajectory and personal development.

| Why is it useful?

Mentorships are unique relationships, often cultivated in professional settings, designed to help mentees acquire new skills, expand their networks, and achieve greater career success. These relationships offer mentees the chance to learn from more experienced colleagues, gaining insights and knowledge that might otherwise take years to accumulate.

| How to apply it

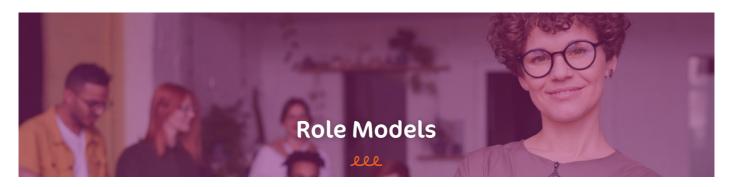
This tool will enable the mentor to prepare for the meeting and build an effective interaction with the mentee.

This material is designed to guide mentors in building effective relationships with their mentees. Some tips will summarize existing knowledge, while others will introduce new strategies. Its goal is to provide support, guidance, and inspiration at every stage of the mentoring journey.

| Where to find it

Relationship Building

1.5 Role Models



The **Role Models Tool** is designed to highlight the importance of role models in entrepreneurship, particularly for women navigating business challenges in new environments. It provides structured guidance on how mentors can introduce mentees to inspiring role models, helping them build confidence, expand their networks, and see new possibilities for their own entrepreneurial journeys.

This tool emphasizes **representation**, **inspiration**, **and connection**, ensuring that mentees have access to stories, experiences, and practical advice from successful entrepreneurs who have faced and overcome similar challenges.

| Why is it useful?

Having access to relatable, successful role models can significantly impact a mentee's entrepreneurial journey. Seeing women who have faced similar barriers—whether related to gender, migration, or access to funding—succeed in business reinforces the belief that they, too, can achieve their goals. This tool not only provides inspiration but also practical lessons from those who have navigated challenges and found solutions. It encourages mentees to set ambitious yet realistic goals, build strong professional networks, and develop the resilience needed to thrive as entrepreneurs

| How to apply it

The WeRin Role Models Tool provides structured activities and resources to bring role models into the mentorship process effectively. You can apply it in the following ways:

- 1. Explore the Role Model Database Use the curated collection of diverse female entrepreneurs from different industries and backgrounds as case studies. Discuss their journeys, successes, and challenges with your mentee.
- 2. Facilitate Reflection Exercises Encourage mentees to identify traits, strategies, or experiences from these role models that resonate with them and could inform their own entrepreneurial journey.
- 3. Conduct Role Model Interviews Guide mentees to reach out to and engage with inspiring women through informational interviews, online networking, or events. The tool provides templates and guidance on how to structure these interactions.
- 4. Use the Storytelling & Personal Branding Activities Help mentees craft their own entrepreneurial story by learning from how role models present themselves, share their mission, and build their business brand.
- 5. Encourage Ongoing Role Model Engagement Use the WERIN toolbox resources to connect mentees with online networks, mentorship platforms, and entrepreneurial communities that feature strong female leaders.

| Where to find it

Role Models - WeRin

| Additional Resources

Intersectional Case Studies of Women Entrepreneurs

1.6 Ending Mentorship



The **Closing Workbook** is a guided reflection tool designed to help mentors and mentees assess their journey together, review progress, and capture key lessons learned. It provides a structured way to look back at the mentorship experience, celebrate achievements, and identify next steps for ongoing growth.

Through this workbook, mentors and mentees can reflect on the goals they set at the beginning, evaluate how much progress has been made, and discuss how to apply what they've learned moving forward. It's not just a closing exercise—it's a way to ensure the impact of mentorship continues beyond the program.

| How to apply it

- 1. Review the Action Plan Look back at the original goals and development areas set at the beginning of the mentorship.
- 2. Assess Progress Use the provided prompts and tables to evaluate which skills and competencies have improved and where further development is needed.
- 3. Reflect on the Experience Discuss what worked well, what challenges were faced, and what lessons were most valuable.
- 4. Plan Next Steps Identify actions the mentee can take independently, additional resources to explore, and ways to continue growing after the mentorship ends.

| Where to find it

Mentorship Reflection & Closing Workbook

O 2 Entrepreneurial Skills





2.1 Networking



This comprehensive Networking Guide is designed to help you build meaningful connections and develop your personal networking skills, no matter your level of experience.

| Why is it useful?

Business networking is about building relationships not just with potential customers or clients, but also with individuals who can refer business to you or speak positively about you to their contacts. It also includes connecting with those who offer valuable information or training, making it a great way to find trustworthy vendors for your own business needs.

| How to apply it

This guide is crafted for women to explore and learn at their own pace how to network effectively. Key takeaways and brief descriptions of the different chapters are provided below:

Follow Up and Keep Relationships Alive

Networking doesn't end when the event does. Find reasons to follow up with your contacts, whether it's sending a relevant article, inviting them to a future event, or simply sending a holiday greeting. This keeps the relationship active and shows your ongoing interest.

Be Prepared with an Elevator Pitch

A solid elevator pitch is key when meeting new people. Make sure you can confidently explain what your business does, who it serves, and why it's unique. Being well-prepared boosts your confidence and makes a lasting impression.

• Identify Conversational Icebreakers

If you're unsure how to start a conversation, try opening with a compliment or asking a question. This helps break the ice and allows others to share their experiences. You miht ask how they got involved in the industry or their thoughts on a recent business trend.

| Where to find it

Networking Handout

| Additional Resources

- Want to become a better networker?
- Zen Business
- A Beginner's Guide to Networking HBR

Country Specific Germany:

- Regional Münster REACH to EMPOWER
- National Initiative "FRAUEN unternehmen" des BMWK

Country Specific Netherlands:

- FemStart
- **Equals**

in

2.2 Communication

The focus areas for this tool are talent management and navigating the job market, digital conversations, managing and communicating an online presence on e.g. LinkedIn, website, online media, social media and netiquette.

For mastering communication skills across these areas, a combination of learning resources, digital tools, and networking platforms can be highly effective, so do check out the additional resources. The "how to apply it"-section of this tool will only cover LinkedIn.

| How to apply it

LinkedIn is a collaboration and social networking website that enables you to connect with people in a professional setting. It is similar to Facebook, where you can send connection requests to users, share posts and comment on other posts.

Creating a LinkedIn account can allow you to connect with many professionals in the field you are qualified/interested in. When you professionally write your LinkedIn profile, it can allow you to create an online professional brand similar to a CV which may help open doors to opportunities and networks that you may not have been aware of without the help of social media.

With LinkedIn, you can grow your network, ask questions and even begin to build your future employment chances. If there is a specific company that you would like to work for, you can follow the company and reach out to connect with their human resources representative.

To join LinkedIn and create your profile:

Step 1: Navigate to the LinkedIn sign up page.

Type your first and last name, email address, and a password you'll use. Note: You must use your true name when creating a profile. Company names and pseudonyms are not allowed.

- Step 2: Click Join now.
- Step 3: Complete any additional steps as prompted.

Click on this link for some tips about how LinkedIn can help you.

| Where to find it

LinkedIn

| Additional Resources

Relevant LinkedIn groups:

- <u>Ukrainian Women in Tech</u>
- Ukrainian Women Entrepreneurs Hub.
- Migrant Women Press

- European Network of Migrant Women
- Professional Migrant Women Community
- Video to explain how to get started with LinkedIn, and has some useful tips and tricks when creating a LinkedIn
 account

Building an online presence

- <u>LinkedIn Profile Optimization: Our Ultimate Guide Tips, Strategies & Best Examples (Completely For Free)</u> LinkedIn
- LinkedIn Profile 2.0. Self-assessment checklist. | LinkedIn
- LinkedIn Profile Checklist

Navigating Job markets:

- Glassdoor for understanding salary ranges, and Jobscan for optimising CVs ; Jobscan ATS Resume Checker and Job
 Search Tools
- <u>LinkedIn Learning: Online Courses for Creative, Technology, Business Skills, Alison | Free Online Courses & Online Learning</u>
- Mock interview preparation: **Best Free Online Interview Skills Courses | Alison**

Digital conversations

- <u>Zoom</u> or Microsoft Teams <u>Download Microsoft Teams Desktop and Mobile Apps | Microsoft Teams</u> for mock session practice.
- Online workshops or webinars focused on cross-cultural communication and social norms. Video: Bing Videos

Content creation

Canva <u>Home - Canva</u> for creating professional-looking visuals. Some social media platforms allow for the scheduling
of posts.

Relationship building and networking

Meetup | Find Local Groups, Events, and Activities Near You, Eventbrite, Eventbrite - Discover the Best Local Events
 & Things to Do

Emailing and presentations

- How to write a professional email in English
- How to create a presentation in Canva

2.3 Environmental Analysis



The Environmental Analysis tool provides a structured approach to assessing internal and external factors that influence an organization's success. By systematically analyzing market trends, economic conditions, and the competitive landscape, this tool supports strategic decision-making. It helps businesses and entrepreneurs anticipate opportunities and threats, ensuring they remain adaptive and resilient in a changing environment.

| Why is it useful?

- Offers a comprehensive view of the market and competitive landscape, enabling well-informed strategic decisions.
- Identifies potential risks early, allowing for proactive responses and risk mitigation.
- Provides data-driven insights that enhance stakeholder communication and alignment.
- Strengthens strategic thinking and analytical skills, critical for long-term business sustainability.

| How to apply it

1. Gather Information

- o Collect data from industry reports, market research, government publications, and credible sources.
- o Identify key internal factors (e.g., company strengths, operational challenges).
- Assess external factors (e.g., economic trends, competition, regulatory changes).

2. Use Analytical Frameworks

- SWOT Analysis Identify strengths, weaknesses, opportunities, and threats.
- o PESTEL Analysis Examine political, economic, social, technological, environmental, and legal factors.

3. Analyze and Interpret Data

- Look for patterns, risks, and emerging opportunities.
- o Assess how external changes impact internal operations and strategy.

4. Develop an Action Plan

- o Prioritize strategic responses based on findings.
- o Allocate resources effectively to leverage strengths and mitigate risks.

5. Regularly Review and Update

- o Conduct periodic reassessments to keep insights relevant.
- o Adjust strategies based on market evolution and business performance.

| Where to find it?

Environmental Analysis guide by Questionpro

| Additional Resources

- **SWOT Analysis**
- **PESTEL Analysis**

2.4 Setting Up Your Business Abroad



The Setting Up Business Abroad tool, based on the WESt Guide to Starting a Business (WESt-Leitfaden Existenzgründung), provides a comprehensive step-by-step guide for entrepreneurs looking to start a business, particularly in Germany. It covers essential aspects such as business idea development, creating a business plan, financing options, legal requirements, and market analysis. The guide also includes insights into registration processes and networking resources, ensuring a well-informed start for entrepreneurs venturing into a new market.

| Why is it useful?

- Provides a structured, step-by-step approach to starting a business abroad.
- Offers practical advice on legal regulations, financing, and market analysis.
- Helps navigate bureaucratic challenges and ensures compliance with local requirements.
- Includes networking resources to support business establishment.

How to apply it

- Start with your business idea Define what you want to do and check if there's demand in your target country. Talk to potential customers, research competitors, and refine your concept.
- **Create a business plan** Outline your strategy, budget, and how you'll make money. Think about funding options, pricing, and long-term sustainability.
- Understand the legal requirements Look into company registration, taxes, permits, and any country-specific regulations. Choose the right legal structure for your business.
- **Figure out financing** Explore funding options like bank loans, grants, government support, or private investors. Make sure you know what financial documents you'll need.
- Register your business Follow the local process to officially set up your company. This may include registering with tax authorities, opening a business bank account, and getting the necessary licenses.
- **Set up operations** Sort out the practicalities: secure a workspace, hire staff if needed, and build relationships with suppliers or service providers.
- **Build a network** Connect with local entrepreneurs, industry groups, and advisors. Attend networking events, join online communities, and seek mentorship to help you navigate the local business landscape.

| Where to find it

- WESt Guide to Starting a Business (in German)
- WESt Guide Summary in English

| Additional Resources

- Starting a business (for different countries in the EU)
- <u>Ireland</u>
- **Netherlands**
- German Resources
 - o Seed Capital
 - o <u>Legal Systems</u>
 - o Crash Course in Bureaucracy

2.5 Investment-Ready: Sustainable Business model canvas

SUSTAINABLE BUSINESS MODEL CANVAS



The Investment-Ready tool is based on the Sustainable Business Model Canvas, which helps entrepreneurs design, analyze, and refine their business models. It provides a structured way to map out key components, ensuring that business strategies are both financially viable and aligned with environmental, social, and economic sustainability. This tool is particularly useful for startups and businesses aiming to attract investors while integrating long-term sustainability into their operations. Through the addition of the Sustainable Business Model Canvas, businesses can incorporate environmental, social, and economic factors, ensuring that their business model not only drives profitability but also contributes to long-term sustainability and positive societal impact. This holistic approach helps businesses identify opportunities for innovation, align their strategy with sustainability goals, and engage stakeholders in creating value that benefits both the organisation and the community.

| Why is it useful?

- Clarifies your business model Helps visualize all key elements in one structured framework.
- **Supports sustainable growth** Incorporates environmental and social impact considerations alongside profitability.
- Prepares for investment Ensures your business is strategically positioned to attract funding.
- Encourages continuous refinement Business models evolve, and this tool supports iterative improvements.

| How to apply it

The different areas of the Canvas are directly addressed within the "Sustainable Business Model Canvas" through the questions under each main heading. This can be completed independently or in collaboration with a mentor by working through each section.

Furthermore, each topic or field is further elaborated in the slides below to provide the most precise answers possible.

| Where to find it

The Investment-Ready tool was developed by REACH. You can find the Sustainable Business Model Canvas here.

Resources

- Persona Canvas
- The most important steps towards self-employment
- **Business Plan**
- Marketing skills

2.6 Pitching Your Business Plan



Pitching your business isn't just about delivering a great presentation—it's about choosing the right opportunities. The Analyzing Pitching Opportunities Tool from Harvard Business School helps entrepreneurs and business leaders assess whether a pitching opportunity aligns with their strategic goals, investor fit, and resource capacity. Instead of blindly chasing every pitch, this tool helps you focus your efforts on the opportunities that matter most—where your chances of success are highest.

| Why is it useful?

- Saves time and energy Not every pitch is worth pursuing; this tool helps you prioritize.
- Increases success rates Aligns your pitch with the right investors and strategic goals.
- Reduces burnout Avoid the common trap of over-pitching to the wrong audiences.
- Encourages strategic thinking Helps founders assess long-term impact, not just immediate funding needs.

| How to apply it

1. Decide if the Opportunity is Worth It

- O Does this pitch align with your business goals and funding needs?
- What type of opportunity is this? (Investment, grant, accelerator, networking?)
- o Is this a high-impact opportunity or just a distraction?

2. Check if the Audience is a Good Fit

- O Do they invest in businesses like yours?
- o Can they provide more than funding (mentorship, connections, credibility)?
- o Do they align with your industry, mission, and long-term vision?

3. Assess the Strategic Value

- o Could this open doors to partnerships, visibility, or credibility?
- o Will this move your business in the right direction or create unnecessary pressure?
- o Is there potential for a long-term relationship with these investors?

4. Evaluate the Effort Required

- O How much time will it take to prepare?
- o Do you have the bandwidth to follow up properly if you get interest?
- o What other business tasks will you have to put aside to do this?

5. Make a Clear Decision

- o If it's a YES, tailor your pitch to match the audience's interests.
- o If it's a NO, consider staying in touch for future opportunities.
- o Learn from every pitch to refine your future selection process.

| Where to find it

Analyzing and Pitching Business tool

| Additional Resources

- Perfecting Your Pitch Master storytelling in investment pitches: <u>HBR Guide</u>
- Best Practices for Pitch Decks What successful pitches have in common: Pitch Deck Examples

2.7 Creative and Design Thinking

Bringing new ideas to life, or improving existing ones, requires more than just inspiration. It takes a clear process, user understanding, and a mindset open to experimentation. Whether you're designing a product, shaping a service, or crafting a new business model, creative and design thinking can help you move from vague ideas to tangible solutions that truly resonate with your audience. This tool introduces the principles of creative and design thinking in a hands-on, accessible way. It will help you explore problems from different angles, better understand the needs of the people you're designing for, and generate ideas that go beyond the obvious. You'll also learn how to quickly prototype and test your ideas to gather real-world feedback early in the process.

Use this tool when you feel stuck, need a fresh perspective, or want to involve others in co-creating a solution. It's not about being a designer, it's about thinking like one: curious, collaborative, and user-centered.

| Why is it useful?

- Human-Centered Approach: Design thinking prioritizes understanding the needs, behaviors, and experiences of
 users, ensuring solutions are tailored to real-world problems.
- Encourages Innovation: By challenging assumptions and redefining problems, design thinking fosters creative solutions that might not emerge through traditional problem-solving methods. The Interaction Design Foundation+2The Interaction Design Foundation+2
- **Handles Complex Problems**: Particularly effective for ill-defined or 'wicked' problems, design thinking provides a structured framework to navigate ambiguity and uncover actionable insights. Wikipedia
- Iterative Process: The cyclical nature allows for continuous refinement of ideas through prototyping and testing, leading to more effective and user-friendly solutions.

| How to apply it

- **Empathize**: Engage with and observe users to gain deep insights into their needs and challenges. Techniques include interviews, surveys, and immersion experiences.
- **Define**: Synthesize observations to articulate a clear problem statement that reflects the users' needs and sets a focused direction for ideation.
- **Ideate**: Brainstorm a wide range of potential solutions without judgment. Encourage diverse perspectives to explore innovative approaches.
- Prototype: Develop scaled-down versions or models of potential solutions. This can range from sketches to
 interactive simulations, allowing teams to explore how ideas might work in practice. The Interaction Design
 Foundation
- **Test**: Present prototypes to users, gather feedback, and observe interactions. Use this information to refine solutions, iterating through previous stages as necessary to enhance effectiveness. The Interaction Design Foundation

By cycling through these stages, teams can develop solutions that are not only innovative but also deeply aligned with user needs and technically feasible.

| Where to find it

Creative and Design Thinking

2.8 Types of Funding and Fundraising



Raising money for your business depends on multiple factors—your company's stage of growth, funding needs, and the type of investors or lenders available. Most entrepreneurs start their business bootstrapping with their personal resources, maybe they get some support from family and friends, or perhaps a small grant or other form of support to get a new business off the ground. Often setting up a company will require investment in assets, marketing and branding, legal requirements, and hiring team members. This tool shows what types of funding could be available, to help you select the right potential funders to talk to, and when. Also, it will give some pointers about how to assess the suitability of a potential funder (what industry are they active in? What is their risk appetite?) and what they will need from you.

| Why is it useful?

- Clarifies funding stages Helps entrepreneurs understand which funding options are available at different growth phases.
- Saves time Focuses your efforts on funders who align with your needs.
- Improves investor conversations Offers insights into what funders expect and how to position yourself.
- Covers a broad range of funding sources From bootstrapping to venture capital.

How to apply it

1. Figure Out Where You Are in Your Business Journey

- a. Just starting out? Consider bootstrapping, family and friends, grants, or incubator programs.
- b. Making your first sales? Look into crowdfunding, angel investors, or small business loans.
- c. Growing fast? You might need venture capital, impact investment, or bank loans.

2. Decide What You Need the Money For

- a. Do you need funds for product development, hiring, marketing, or expansion?
- b. Are you looking for a loan (you pay it back) or investment (you give up shares in your company)?
- c. Different funders have different expectations—pick the right one for your needs.

3. Find the Right Funders

- a. Research funders based on what types of businesses they support.
- b. Check their requirements (e.g., industry, growth stage, funding amount).
- c. Understand what they expect in return—some want equity, others want repayment, some just want impact.

4. Prepare Your Pitch & Documents

- a. Have a simple financial plan showing how much you need and how you'll use it.
- b. Prepare a pitch deck or business plan to explain your vision.
- c. If you're raising larger amounts, you may need a data room (legal and financial documents).

5. Start Conversations with Funders

- a. Approach funders strategically, based on who aligns with your needs.
- b. Use clear, simple language to explain your business and its potential.
- c. Learn from feedback—even a "no" can give valuable insights for your next pitch.

| Where to find it

Funding your social enterprise

| Additional Resources

- Read about the Viral pathway method to improve investor investee conversations: "Why most entrepreneurs hate fundraising"
- Forward incubator
- Delite Labs
- PWC report

2.9 Market Positioning

SETTING A VISION FOR THE FUTURE OF YOUR BRAND

This innovative exercise is designed to help your group of mentees craft a strategic visualisation of their brands' future and develop a clear understanding of their desired market positioning.



Successfully entering a new market requires understanding local customer needs, competition, and positioning your brand effectively. This tool provides structured marketing exercises and mentor-led coaching to help mentees navigate barriers, investment landscapes, and market opportunities. It is especially useful for entrepreneurs with innovative business ideas but limited knowledge of the local market.

| Why is it useful?

It is useful to apply this tool to help the mentees position their business and understand local markets, barriers, investment landscapes and impact potentials. Using this tool can help in:

- Clarifying brand positioning Helps mentees define their unique value in a new market.
- Improving strategic decision-making Provides exercises to analyze market reach and competition.
- Providing tailored support One-on-one mentoring helps mentees adapt to unfamiliar business environments.
- Ensuring targeted marketing Guides mentees in identifying and reaching their ideal audience.

| How to apply it

1. Understand Your Brand's Position

- a. Use the Brand Differentiation Matrix (Restart Toolkit, p. 94) to identify your brand's strengths.
- b. Analyze how your product/service stands out from competitors.
- c. Clarify your unique selling proposition (USP) and market niche.

2. Set a Vision for Market Growth

- a. Work through the Strategic Brand Vision Exercise (Restart Toolkit, p. 95).
- b. Define where you want your business to be in 3-5 years.
- c. Align your brand identity with your long-term goals.

3. Define and Reach Your Target Audience

- a. Use the Navigating Market Reach Exercise (Restart Toolkit, p. 104).
- b. Step by step, define your ideal customer profile and market segment.
- c. Refer to these resources for additional guidance:
 - i. Understanding Target Audiences
 - ii. Types of Market Segmentation
 - iii. Video: How to Identify Your Target Market

4. Adapt to Local Market Conditions

- a. Research local customer behavior, investment landscape, and regulatory conditions.
- b. Discuss market-specific challenges with a mentor.
- c. Use regional scans and case studies from <u>WERIN</u> Project for deeper insights.

| Where to find it

Market Positioning

| Additional Resources

- **Toolkit RESTART**
- Navigating Market Reach: Target Audience
- Navigating Market Reach: Types of Market Segmentation
- Navigating Market Reach: Understanding Target Audience Barriers
- WeRin Regional Scans
- **WeRin Good Practices**

03 Leadership





3.1 Crisis Management



This tool is designed to help mentors support mentees facing crisis situations by providing structured exercises for building resilience and managing stress. It also helps mentees assess their emotional state, regain stability, and take actionable steps toward personal and professional growth. While this tool provides valuable guidance, it is not a substitute for professional psychological support.

| Why is it useful?

- Helps identify crisis situations Offers clear steps to assess and address personal or professional crises.
- Supports emotional resilience Provides practical exercises for overcoming challenges and stress.
- Strengthens mentor-mentee relationships Helps mentors offer structured guidance.
- Encourages adaptability Focuses on finding control in difficult circumstances.

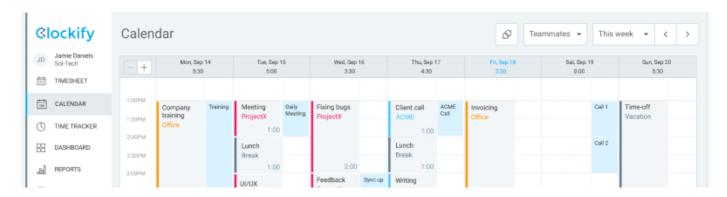
| How to apply it

By following its structured approach, mentors can help mentees navigate difficulties, build emotional strength, and achieve their goals despite adversity. (**Drive word doc should be made for the longer description**)

Resources

- Surviving Through Tough Times
- How to Create a Positivity Jar To Increase Positive Thinking

3.2 Soft Skills: Time Management



Timeboxing is a powerful time management technique that helps structure your day by allocating fixed time slots for specific tasks. It encourages focus, efficiency, and work-life balance, making it an excellent tool for women entrepreneurs who juggle multiple responsibilities. By using timeboxing, you can prioritize important tasks, avoid perfectionism, and reduce distractions, leading to sustainable productivity and reduced stress.

| Why is it useful?

- Boosts focus and productivity Forces you to work within time limits, reducing procrastination.
- Enhances work-life balance Helps prevent overworking and ensures personal time is protected.
- **Encourages prioritization** Makes it easier to focus on what truly matters.
- Prevents perfectionism Time constraints help you complete tasks without over-editing.

| How to apply it

1. Set Clear Priorities

- a. List the tasks you need to accomplish.
- b. Identify the most important and time-sensitive ones (consider using the Eisenhower Matrix).

2. Assign Time Blocks to Tasks

- a. Estimate how much time each task will take.
- b. Start with longer time blocks if unsure and adjust as you learn.
- c. Example:
 - i. Deep work: 90 minutes
 - ii. Emails/meetings: 30 minutes
 - iii. Breaks & self-care: 15-30 minutes

3. Use a Timer & Stick to the Schedule

- a. Set a timer to keep yourself accountable.
- b. Stop when time is up—even if the task isn't fully complete (adjust if necessary).

4. Review and Adapt

- a. Regularly assess what works and what doesn't.
- b. Adjust time blocks based on real-time experience.
- c. Combine with other time management strategies like the 4-in-1 Model for holistic balance.

| Where to find it

Timeboxing tool

| Additional Resources

- Eisenhower Matrix
- 15 Must Know Time-Management Strategies for Entrepreneurs
- The 4-in-1 Model Balancing work, personal life, and success

3.3 Self-Reflection and Evaluation



Effective leadership starts with **self-awareness**. This tool helps entrepreneurs and leaders reflect on their strengths, leadership styles, and areas for growth. By using structured self-assessment exercises and feedback mechanisms, users gain valuable insights to improve their leadership effectiveness and decision-making.

| Why is it useful?

- Encourages self-awareness Helps you understand your leadership style and its impact.
- **Provides a roadmap for growth** Identifies strengths and areas needing improvement.
- Supports continuous development Can be used at different points in your entrepreneurial journey.
- Enhances leadership effectiveness Helps leaders adapt their approach for better team and business outcomes.

How to apply it

1. Complete a Self-Assessment

- a. Take the Leader's Edge 360 Leadership Self-Assessment to evaluate key leadership competencies.
- b. Use the **Myers-Briggs Type Indicator (MBTI)** to understand your personality type and how it influences your leadership style.

2. Reflect on Your Leadership in Practice

- a. Observe your behaviors and decisions in professional settings.
- b. Keep a journal to track **key leadership moments**, **successes**, and **challenges**.
- c. Note how you **communicate**, delegate, and handle conflict in daily interactions.

3. Seek Feedback from Others

- a. Ask mentors, peers, or colleagues for honest insights about your leadership style.
- b. Encourage them to be specific and constructive—what works well, and what could improve?
- c. **Identify patterns** or **blind spots** that might not be obvious to you.

4. Develop an Improvement Plan

- a. Based on your assessments and feedback, set leadership goals (e.g., better delegation, improved communication, or stronger decision-making).
- b. Define action steps—small changes that will improve your leadership over time.
- c. Reassess your leadership progress periodically to refine your approach.

| Where to find it

- Leader's Edge 360: Leadership self-assessment survey
- Myers-Briggs Type Indicator (MBTI)

| Additional Resources

Leadership self-assessment: How effective are you? - Harvard Business School Online

3.4 Building Resilience

The resilience tool is designed to help mentees develop and strengthen their resilience – a crucial skill for personal and professional success, especially in times of crises. * Follow on from Crisis Management as Tool 16 would make more sense.

| Why is it useful?

The key aspect the mentees will learn is how to deal with challenges. This includes how to adjust to new and difficult situations

| How to apply it

Workshop with three learning videos about building resilience:

The resilience training equips students with essential tools to enhance their resilience. This program includes three workshops developed by Dr. Ellen Dreezens, a psychologist and coordinator of the mentorship program at UC Tilburg, along with Dr. Annelies Aquarius, a student psychologist at Tilburg University:

https://www.theresilienceproject.nl/developing-resilience

- feeling crazy busy
- making choices
- failing backward and forward

| Where to find it

- Exercises
- Restart Toolkit

Journal Prompts (Toolkit Restart, p.62):

- This tool offers a list of prompts that encourage your mentee to reflect on mentees' experiences, emotions, and strategies for overcoming challenges.
- List of prompts to encourage mentee to self-reflect

Resilience building exercise (Toolkit Restart, p.63):

- This tool helps to enhance the mentee's capacity to effectively navigate and adapt to challenges, adversity, and stressors.
- Special focus on the aspect of resilience regarding adapting to change; mentor has to select a suitable exercise for his activity, e.g. The Problem-Solving Exercise (see below)

Building Confidence & Resilience exercise (Toolkit Restart, p.127):

- As entrepreneurial careers can be challenging, this exercise helps to foster resilience, and the ability to bounce back from setbacks is essential.
- The mentees will learn to bounce back from setbacks, work with affirmations to face fears and obstacles, and do a visualisation exercise.

| Additional Resources

Learning video about how to build resilience

3.5 Personal Leadership



This tool helps mentors guide mentees through discussions on leadership, making the abstract concept more tangible. It provides key approaches for structuring leadership conversations, whether planned or spontaneous, and introduces different leadership styles to help mentees explore their own approach.

| Why is it useful?

- Helps mentees define leadership in their own way Not everyone leads the same way, and that's okay.
- **Encourages deeper conversations** Makes leadership an ongoing dialogue rather than a one-time lesson.
- Clarifies leadership styles Helps mentees understand different approaches and find what suits them best.
- Encourages self-reflection Mentees learn from their own experiences and observations.
- Supports practical learning Encourages mentees to apply leadership concepts in small, real-life ways.

| How to apply it

1. Define Leadership Together

- a. Ask the mentee: "What does leadership mean to you?"
- b. Discuss different leadership styles (e.g., transformational, servant, authoritative).
- c. Encourage mentees to identify which leadership traits resonate with them.

2. Use Personal Stories to Illustrate Leadership

- a. Share your own leadership journey—challenges, successes, and lessons learned.
- b. Ask mentees about experiences where they felt like a leader, even in small ways.

3. Identify Strengths & Growth Areas

- a. Discuss what the mentee feels confident in and where they struggle as a leader.
- b. Use real-world examples from their own work or life to highlight patterns.

4. Encourage Leadership in Daily Life

- a. Suggest small leadership opportunities—leading a project, mentoring a peer, making decisions with confidence.
- b. Offer feedback when you see leadership traits emerging.

5. Recommend Further Learning

- a. Suggest books, podcasts, or leadership models that align with their interests, such as:
 - i. Daniel Goleman's 6 Leadership Styles
 - ii. "Leaders Eat Last" by Simon Sinek
 - iii. "Dare to Lead" by Brené Brown

| Where to find it

- •
- Daniel Goleman's 6 Leadership Styles: Link
- 8 Common Leadership Styles Indeed: Link

- "Leaders Eat Last" by Simon Sinek
- "Dare to Lead" by Brené Brown

3.6 Self-Confidence & Motivation

With real goals that motivate the mentees and exercises for building confidence, this tool is designed to help mentees to build a foundation for navigating the challenges and opportunities they face. Building confidence and motivation is essential for navigating challenges, setting goals, and taking proactive steps toward success. This tool provides structured exercises to strengthen self-belief and motivation, helping mentees—especially Ukrainian women resettling abroad—overcome obstacles and take charge of their personal and professional growth.

| Why is it useful?

- Boosts confidence Helps mentees develop resilience and overcome self-doubt.
- Creates motivation Encourages proactive goal-setting and action-taking.
- Supports mentorship engagement Strengthens commitment to the mentor-mentee relationship.
- Visualizes future goals Uses vision boards and goal-planning techniques.
- **Encourages resilience** Teaches mentees how to bounce back from setbacks.

| How to apply it

1. Build Confidence & Resilience (Restart Toolkit, p. 127)

- a. Practice affirmations to overcome fears and challenges.
- b. Use visualization exercises to boost confidence in difficult situations.

2. Create a Vision Board (Restart Toolkit, p. 13)

- a. Work with the mentee to visually map out personal and professional goals.
- b. Use images, words, and drawings to make goals feel tangible and inspiring.

3. Set REAL Goals (Restart Toolkit, p. 15)

- a. Guide the mentee in defining REAL goals (Relevant, Exciting, Achievable, and Learning-oriented).
- b. Break larger goals into smaller, actionable steps.

4. Encourage Proactive Mindset

- a. Discuss the mentee's motivations and what drives them.
- b. Identify strategies to stay motivated even when challenges arise.

5. Reflect & Adjust

- a. Regularly review progress and celebrate achievements.
- b. Adjust goals as needed to keep them aligned with evolving priorities.

| Where to find it

- Restart Toolkit
- Exercises

- Building Confidence & Resilience Restart Toolkit (p. 127)
- Vision Board Exercise Restart Toolkit (p. 13)
- REAL Goal-Setting Framework Restart Toolkit (p. 15)

O4 Culture and Context





4.1 Cultural Considerations and Communication



The Cultural Considerations and Communication tool provides guidance on understanding and managing cultural differences, with a focus on enhancing intercultural communication.

| Why is it useful?

Understanding and managing cultural differences is essential in mentorship, especially when supporting entrepreneurs navigating new business environments. Cultural misunderstandings can create **barriers** to communication, trust, and collaboration, impacting the effectiveness of mentorship. This tool helps mentors develop intercultural awareness, adapt their communication style, and foster inclusive, supportive relationships. By using these strategies, mentors can create a **safe space** where mentees feel understood, respected, and empowered to succeed. Strong cultural communication skills not only enhance mentorship but also prepare mentees to navigate diverse professional networks and global business landscapes.

How to apply it

Applying this tool leads to improved mutual understanding, reduced cultural conflicts, and effective communication in culturally diverse environments. Please find some general tips to keep in mind below:

1. Understand cultural concepts

- Recognise that culture includes visible aspects (behaviour, artefacts) and invisible aspects (attitudes, beliefs, values).
- Use the provided definitions and examples to understand how cultural backgrounds influence behaviour and communication

2. Practice explicit communication

- Make your communication as clear and explicit as possible. Explain your intentions, provide detailed instructions, and check for understanding regularly.
- Encourage participants to share their perspectives openly, creating a safe space for honest dialogue

3. Create a safe and inclusive environment

- Establish agreed-upon rules for respectful communication. Emphasise openness, respect, and solidarity.
- Gently encourage participants to adapt to the group culture while respecting individual comfort levels.

4. Address misunderstandings proactively

- Be alert to potential misinterpretations and use reflective listening to ensure mutual understanding.
- Discuss differences in communication styles, such as the meaning of politeness, and negotiate a shared understanding.

5. Acknowledge individual differences

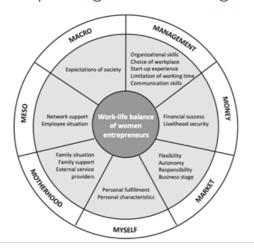
- Avoid stereotyping and recognise that not all behaviours are culturally driven; individual preferences and histories also play a role.
- Use examples to illustrate how the same cultural group can exhibit varied behaviours.

| Where to find it

<u>Linguistic Integration of Adult Migrants – A Council of Europe Toolkit</u>

- Cultural Atlas Ukranian Culture and Communication
- Country Navigator Ukraine Culture & Communication

4.2 Psychological Well-Being



Having experienced the trauma and disruption of war, rebuilding life through entrepreneurship can be both empowering and emotionally demanding. For women entrepreneurs, psychological well-being and work-life balance are deeply interconnected, as the dual demands of managing a business and fulfilling family responsibilities often overlap. Achieving work-life balance is crucial for their mental and emotional health, as it helps mitigate stress and prevent conflicts between professional and personal roles. Women entrepreneurs who can effectively manage these demands report greater satisfaction and resilience, which positively influence their psychological well-being. Conversely, an imbalance can lead to heightened work-to-family conflict and a decline in overall well-being.

| Why is it useful?

- Psychological well-being tools help individuals maintain mental and emotional balance, making them more
 effective in managing both work and parenting roles.
- It creates greater resilience, allowing people to adapt to challenges and prevent burnout.
- Encourages healthy habits, such as self-care and mindfulness, which improve overall life satisfaction and family relationships.

| How to apply it

- This resource outlines key definitions and components of psychological well-being and work-life balance specifically for women entrepreneurs.
- You'll find the Better BALANCE Guide, featuring DIY templates and activities designed to help women and workplace leaders create a healthier balance between professional and personal responsibilities and a five module online course.
- Additional resources offer practical strategies for managing work, family, and parenthood, including tips tailored
 to mothers in professional roles. Insights from mother entrepreneurs add a personal dimension, sharing valuable
 experiences and advice on balancing entrepreneurship and family life.
- Together, these resources provide actionable tools and real-life perspectives to help women entrepreneurs enhance their work-life balance and overall psychological well-being.

| Where to find it

Better balance guide: DIY templates and activities to support women to achieve a better work/life balance.

- Achieving a healthy balance between work, life, and raising a family
- Practical strategies for balancing work and family life as a professional and mother:
 - o Figuring out work-life balance as a professional and mother
 - o Improve work-life balance for parents
- Insights from mother entrepreneurs

4.3 Peer Connect

This tool helps mentors guide mentees in building peer support networks and professional connections. Mentees will learn how to facilitate peer-to-peer networking among other (Ukrainian women) entrepreneurs, strengthening their support systems and business opportunities.

Through structured exercises, role-playing, virtual meetups, discussion forums, and resource sharing, mentees will gain the confidence and skills needed to expand their networks, exchange knowledge, and create meaningful professional relationships.

| Why is it useful?

- Builds a supportive community Helps mentees overcome challenges by connecting with others.
- Expands professional networks Encourages mentees to grow their LinkedIn presence and find business partners.
- **Develops networking & communication skills** Uses role-playing exercises and guidelines for real-world application.
- Encourages self-reflection Helps mentees analyze their networks and improve their approach.
- Fosters collaboration Promotes knowledge-sharing and problem-solving through forums and virtual meetups.

| How to use it

- Introduce Networking & Peer Support
 - o Share why networking is essential and provide links to <u>Peer Mentoring Works</u> and <u>WeGate</u>.
- Practice Networking with Role-Playing (Restart Toolkit, p. 76-77)
 - o Simulate real networking situations and practice conversation skills.
- Build an Online Presence (Restart Toolkit, p. 78)
 - o Help mentees create or refine their LinkedIn profiles and connect with industry professionals.
- Reflect & Analyze Networking Efforts (Restart Toolkit, p. 79-80)
 - Use Stakeholder EGO-Network analysis to assess connections and identify networking gaps.
- Encourage Engagement in Networking Spaces
 - Guide mentees in joining discussions, attending virtual meetups, and building long-term relationships.

| Where to find it

- Peer Mentoring Works
- WeGate
- Natalli platform

Resources

- How Peer Teaching Works (Video): Watch
- Building a Powerful Network (TED Talk): Watch
- Stakeholder Mapping for Effective Networking: WeRin Toolbox

4.4 Integration





This tool provides hand-picked, country-specific resources to help Ukrainian women integrate into their new environments. It includes official information portals, employment and training resources, health and psychological support, education and childcare guidance, and language courses. The tool is available in multiple languages and is designed to quickly connect users to verified, essential information.

| Why is it useful?

- **Provides immediate access to crucial services** Offers up-to-date links for housing, healthcare, employment, and legal rights.
- Country-specific and multilingual Tailored for users in Germany, Ireland, the Netherlands, and the Czech Republic.
- **Supports economic and social integration** Includes employment opportunities, training programs, and cultural adaptation resources.
- Encourages self-sufficiency Helps women take control of their integration process.
- Facilitates access to mental health and family support Ensures well-being for individuals and their families.

How to use it

- Explore & Prioritize Needs Identify key areas of support (legal, employment, education, health) and focus on relevant sections of the tool.
- **Use Official Sources First** Start with government portals for accurate information on residence status, benefits, and rights.
- Take Action on Employment & Training Access job search platforms, vocational programs, and networking groups to build professional opportunities.
- **Develop Language & Cultural Skills** Enroll in language courses and integration programs to improve communication and confidence.
- **Engage in Community Support** Join peer groups, attend local meetups, and use forums for advice, shared experiences, and networking.

| Where to find it

Slide deck with country-specific information

- **Germany4Ukraine Portal: Germany**
- WeGate Women Entrepreneurs Networking: <u>Europe</u>
- RefugeeHelp Netherlands: Netherlands
- Citizens Information Ireland: Ireland



