

# JLA

Josh Leadership Academy

# JOSH LEADERSHIP ACADEMY

Life, Career and Business Mentorship  
with Sola Osinoiki

JOSH LEADERSHIP ACADEMY

# Hello!

Welcome to JOSH LEADERSHIP ACADEMY (JLA). I am pleased and excited to help you successfully achieve your goals through my experience and services. Enclosed in the Welcome Packet, you will find tools and resources to kick off our mentorship relationship. These include:

- Mentorship request template
- Mentorship history
- Mentorship checklist
- Mentorship agreement
- Confidentiality agreement
- Payment agreement
- Pre-session questionnaire
- Goals worksheet
- Time tracker
- Weekly reflection worksheet

Please complete the Mentorship Request Application using the template provided before our first session so we can get started promptly. If you have any questions in advance of the first session, do not hesitate to call or email me. I look forward to meeting with you soon.

Sincerely,  
Sola Osinoiki

Founder:  
JOSH LEADERSHIP ACADEMY

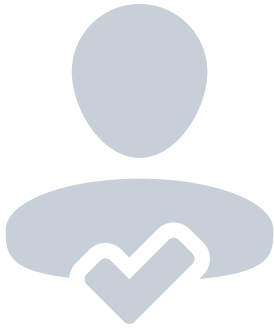


# What to Expect

## **The mentoring process**

Mentoring can help you meet your goals quicker when you take the time to develop a good relationship with your mentor. It is my objective to motivate you and hold you accountable for achieving your goals. From an outsider standpoint, I may be able to see areas of concern that you are not able to discern. In that sense, this process raises your awareness and perspective of how to approach your daily life, business or career.

## **What is expected of the mentee**



You are expected to attend each session on time and ready to work on your goals. You may need to be open to changes in your goals as the mentoring process evolves. I will not be judgmental but impartial. To that end, I will ask the tough questions and expect the tough answers in order for growth to take place both personally and professionally. However, you do maintain the right to decide what topics to cover and to terminate a subject if you do not want to discuss it further. You are expected to hold yourself accountable for what you do and do not do to make these sessions productive.

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## **What is expected of the mentor**

I will listen to you and your desires and work within that guideline as much as possible. The goal of each session is to work through setbacks you may have, clarify goals through exercises and find ways to move forward on goals, i.e., creating action items. Help drive you to positive outcomes.

# How It Works

01

## **Complete onboarding**

Fill out the forms in your onboarding packet and turn in signed copies back to me. Remember, to keep a copy for your records.

02

## **Tell me your story**

Write a detailed presentation of your life, career or business journey by using the mentorship request template provided or answering the following questions in a powerpoint document:

- What is your mission?
- What motivates you?
- What rewards do you expect?
- What is your purpose in life?
- What defines you?
- What experiences or life events have shaped you?
- What rights do you have?
- What are your SWOTS? (Strengths, Weaknesses, Opportunities and Threats?)
- Why do you do what you do?

03

## **Get feedback and execute your goals**

Together, we will go over your successes, life events, career journey, goals and aspirations during our mentoring sessions.

04

## **Continue to grow and expand your capacity for more**

Afterwards, we will continue to re-evaluate and adjust as you continue to grow and discover new things as they unfold.

# Code of Ethics

**As your mentor, I agree to abide by the following:**

**1**

## **Transparency**

I will not knowingly misrepresent my knowledge or expertise either publicly or privately, and I will be transparent regarding my experiences, opinions, beliefs, and other qualifications.

## **Confidentiality**

I will hold all discussions with my mentees in the strictest confidence, except where doing so may cause harm to others.

**2**

**3**

## **Integrity**

I will not provide information or advice that I do not believe in or that I would not personally follow.

## **Trust**

I will honor all agreements with my clients and others, including contracts, scheduling, and assigned tasks.

**4**

**5**

## **Stewardship**

I will not knowingly take any monetary, professional or other advantage of any Mentor/Mentee relationship.

## **Upstanding**

I will conduct myself in accordance with this code of ethics whenever I am engaged in any mentoring relationship or capacity.

**6**

# My Time Commitment

Aside from being a career mentor and an executive coach, I am also a husband, father, entrepreneur and an executive at a growing multi-national company. In the light of my various commitments, I have honed in on my skills and ability to achieve a thriving work-life balance that allows me carry out my role as a mentor to young professionals like you.

My goal is to grow a strong long-lasting relationship with my mentees, and I am committed to dedicating meaningful time to help you reach your goals.

Here's what you can expect from me:

## **REAL-TIME FEEDBACK**

**01**

## **UNRESTRICTED TEXTING**

**02**

## **EMAIL SUPPORT**

**03**








## **FLEXIBLE MEETING TIMES**

**04**



# Getting Started

I believe it's important for you to understand my mentoring style and expectations for our working relationship. This will enable us to work together more efficiently, and for you to achieve the greatest success.

-  1. We will meet weekly, biweekly or as needed depending on your immediate requirements for mentorship. The frequency of our sessions is highly up to you.
-  2. Before our meeting, please complete the ongoing pre-call form and return it to me at least 2 hours before our scheduled appointment.
-  3. To prepare for our call, you will decide on what area you'd like to focus. If you are unsure, then I will help you to determine where my help can be the most effective.
-  4. Determine to take the time to do the work necessary to improve your chances for success. Mentorship is not a "done to you" relationship. You must commit to do the work, or you will not have satisfactory results.
-  5. If, at the time of our meeting, you are unprepared, we can reschedule to give you time to prepare better to move forward.
-  6. Each month, we will prepare and review the monthly review form, so that we can both know you are benefiting from our relationship.
-  7. If at any time one of us feels you are not benefiting, we will agree to end our relationship.

# Ready for a change?

“

Mentoring is a brain to pick,  
an ear to listen, and a push in  
the right direction".

– John C. Crosby

As we go on this journey, I am excited for what lies ahead. Over the last 15 years that I have spent in the mentoring game, I have seen amazing results in the lives of the people I mentor. Many have become life long friends and we continue down the path of investing in each other. I believe the best mentoring experience is where there is mutual benefit.

Have a listen to [Simon Sinek](#), he explains it quite succinctly.

Looking forward to the road ahead!



## Let's Connect!



**solaosinoiki**



**@joshpub**



**solaosinoiki@gmail.com**



**www.prosus.com**



# Mentorship History

I have worked with \_\_\_\_\_ mentors in the past. (List dates and durations below – names are not necessary)

1.

2.

3.

List your 3 biggest accomplishments that directly resulted from your previous mentorship experiences.

1.

2.

3.

Tell me why you chose the mentors you worked with. What made them appealing to you?

# Mentorship History

Tell me what you wished your past mentors had done or said differently.

Why did you end the relationships with your past mentors?

If you were in the same place and time again, knowing what you now know, would you work with these mentors again? Why or why not?

# Weekly Reflection

Rate yourself on the following:

3 = Excellent	2 = Average	1 = Could improve
I have a growth mindset and attitude		
I am confident and not held back by fear		
I have a good relationship with money		
I do my best effort to stay positive		
I am focused on improving myself		
I respond calmly to stressful events		
I make every effort to avoid toxic relationships		



Please use this checklist to prepare for our call each [WEEK/MONTH]

### **One [WEEK/MONTH] Prior**

- Block out time on your calendar to complete the necessary work
- Write out your action items

### **One Day Prior**

- Complete and return your Pre-Call form
- Review your struggles and questions list
- Verify the time/day of your appointment

### **Immediately After**

- Review your notes from the call
- Expand on your plan (if necessary)

### **Daily**

- Work on your action items
- Make notes about your struggles
- Keep a list of questions for our next call

# checklist

# Pre-session Questionnaire

1. What have I accomplished since the last mentoring session?

2. What didn't I get done, and want to be held accountable for?

3. What have I learned about myself since the last call?

4. Is there any good news I would like to share with my mentor on this next call?

5. What challenges did I experience since our last call?

# Pre-session Questionnaire

6.What new GROWTH opportunities have come my way since the last call?

7.Have I been able to achieve balance in my life since the last call?

8.What do I want to accomplish by the end of this next mentoring session?

# Confidentiality Agreement

In order for us to work together with integrity, it's important for us to agree to hold all of our conversations in confidence. Toward that end, you and I agree to never share the following information with others, unless mutually agreed upon ahead of time:

- Josh Leadership information, intellectual property, and coaching fees
- Proprietary business information or processes
- Coaching strategies and techniques
- Any recorded conversations, whether video, audio, or transcribed
- Notes and task lists
- Any documentation related to our mentoring relationship, such as legal agreements, pre-call and post-call review forms, checklists, and questionnaires

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

-----  
Mentee

-----  
Date

-----  
Mentor

-----  
Date



# Payment Agreement

JOSH LEADERSHIP ACADEMY  
Date(00/00/0000)

Client Name  
Client Address

## Fee Schedule:

According to the agreement you have entered into, payment for weekly /monthly mentoring services provided by JOSH LEADERSHIP ACADEMY will be billed to you on the \_\_\_\_ of each month prior to that month's mentoring session in the amount of \$ \_\_\_\_\_.

You have agreed to pay this amount in before each session. This fee will remain unless otherwise stated by each party or until such time as it is cancelled by the client. Please consult the cancellation policy section of the Mentoring Agreement for more details.

## Payment terms



Payment is accepted through PayPal to:  
[Sola@hotmail.com](mailto:Sola@hotmail.com)



You may cancel at any time in advance of your next session in accordance with our cancellation policy. The policy is detailed in your Coaching Agreement.



If you have any questions about this invoice, please contact me by telephone or email.

# Invoice

Date

**Client Name**

Client Address

Payment/Schedule:

Weekly

Bi-Weekly

Monthly

Mentoring Services - \$ \_ \_ \_ \_ \_ per session/month

In accordance with your sign-up date, payment for sessions is due on the day before each upcoming sessions.

TOTAL DUE: \$ \_ \_ \_ \_ \_

Phone:

Email:

Website:

# Mentorship Agreement

**Client Name** \_\_\_\_\_

This coaching agreement is entered into between JOSH LEADERSHIP ACADEMY and the above named client. It will begin on \_\_\_\_\_ and will continue on a weekly/monthly basis for \_\_\_\_\_ months or until such time as the client terminates my services. A reminder email will be sent 48 hours before any scheduled session. The next month's session will be scheduled during the current coaching session.

## **Fees:**

The fee for the coaching sessions will be charged on a monthly basis in advance of that month's session in the amount of \$ \_\_\_\_\_ on a recurring billing cycle. The fee is payable through PayPal via the company website at [websiteURL/payments](#).

## **Cancellation Policy**

Clients maintain the right to cancel payment at any time in advance of the billing date for the next month's session. Cancellation must be done in writing (either by text to the company phone or by email to the following address: [Sola@hotmail.com](mailto:Sola@hotmail.com)) and the letter or email must be received before the new billing cycle or you will be charged for that month's mentoring session.

If you need to cancel an appointment, please notify me at least 24 hours in advance of the appointment date to reschedule that month's session.

## **Services**

The client will be provided with monthly services via telephone or teleconferencing unless otherwise specified by the mentor. I will call you at the agreed upon time to begin the call. If you do not answer, you are allowed one call back five minutes after the scheduled time or the appointment will be canceled.

The purpose of the sessions is to provide the client with information based on their defined goals and the years of experience of the mentor in various areas of mentee's interest. This service includes but is not limited to: life and career counseling, identifying unfavorable leadership patterns, follow-up on projects and goals to maintain client motivation, educating the client as well as asking and answering questions.

# Mentorship Agreement

## Termination

Termination of this agreement may occur at the discretion of the mentor when an impasse is reached with the client. As long as the client adheres to the mentorship guidelines and the mentor adheres to professional practices and standards, the relationship will continue. The goal is to better help you achieve your goals, so all efforts will be made towards that end.

Examples of terminable offenses:

- Lack of payment
- Lack of adherence to mentorship guidelines
- Indifference on the part of the client to prescribed session action items

## Confidentiality

Anything that is said or revealed in the sessions between mentor and mentee is privileged information and will not be disclosed to any outside party. The exception is if the information revealed includes disclosure of illegal, unethical or criminal activities.

The methods employed by JOSH LEADERSHIP ACADEMY do not guarantee results. They are guidelines that the client must follow through in order to see any type of change. The client agrees, therefore, to hold the mentor free of any liability and responsibility for adverse reactions as a result of advice given in the mentoring sessions.

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

## Signatures:

-----  
Mentee

-----  
Date

-----  
Mentor

-----  
Date

# Set Your Goals

Goals to be completed no later than        /        /

3 things that would make this year a success?

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What outcome are you looking for?

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## Identify 6 Secondary Goals

These goals must be distinct from the primary 3 goals.  
The goals needs to be specific and measurable in some way.

Goal 1 :
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Goal 4 :
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Goal 2 :
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Goal 5 :
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Goal 3 :
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Goal 6 :
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# Goal Planner

The Goal:

The Strategy:

Steps to Take:

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Other Notes

# Preparing for Success

## **Success Accelerators**

What can I start doing, stop doing, do more or less of that will help me achieve these goals?

## **Smash Those Obstacles**

What could get in the way?  
If you're going to sabotage yourself, how would you do it?

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What is the best advice I could give myself to achieve these goals?

# Taking Action

What one thing will you do to get started on each goal in the next month?

*Write out one action that you will complete towards each goal in the next month. Break the action down into a smaller step until you can commit 100%.*

Goal 1 Action ..... by .....

Goal 2 Action ..... by .....

Goal 3 Action ..... by .....

Goal 4 Action ..... by .....

Goal 5 Action ..... by .....

Goal 6 Action ..... by .....

Finally, what one action could I take tomorrow?

.....

Important Notes



# Visioning and Planning

Close your eyes, imagine your life in the next 5 years. Who do you imagine yourself to be?

In 5 years from now, if you were asked to give a talk on a topic, what would you talk about?

What do you have in your life, business or career right now, but you don't want?

What do you want to achieve for the upcoming 5 years?

# Post-session

## Next Steps...

What action can you take or something you can do differently after today's session?

What would you like to note from today's session? (A quote, an idea, some insights etc.)

How did this session make you feel? (Encouraged, challenged, motivated, charged up etc.)

What would have happened differently if you did not have today's session?

# Boost Your Strengths

For each of your top 3 strengths, ask yourself these questions:

- *How can I develop this strength even more in my business, career or relationships?*
- *How can I turn this strength into a huge opportunity?*
- *Where can I use this strength to take my business or career to the next level?*
- *Where can I shine, if I really went for it?*

## Top 3 Strengths

*Review your personal SWOT Exercise and pick 3 strengths that you consider most important.*

## Boost The Strengths

*Brainstorm 3-5 ideas and actions you could take to boost your strengths.*

1. ....	..... ..... .....
2. ....	..... ..... .....
3. ....	..... ..... .....

# Overcome Your Weaknesses

Read the 5 Weaknesses-Zapping Strategies below, then identify at least one strategy and action for each weakness.

- *Remove the pressure. Stop expecting so much of yourself.*
- *Design a support system that helps you manage your weaknesses.*
- *Overwhelm the weakness. Be good at something else.*
- *Find a partner. Think of someone who loves doing what you don't and you love doing what they don't - and swap.*
- *Stop doing it! Why try so hard at something you're not good at?*

**Weakness #1**

*Strategies :*

*Actions :*

**Weakness #2**

*Strategies :*

*Actions :*

**Weakness #3**

*Strategies :*

*Actions :*

# Identify Your Fears

List the 5 most significant fears you have below, then identify at least one source and trigger for each fear.

Fear #1

*Source :*

*Trigger :*

Fear #2

*Source :*

*Trigger :*

Fear #3

*Source :*

*Trigger :*

Fear #4

*Source :*

*Trigger :*

Fear #5

*Source :*

*Trigger :*

# Overcome Your Fears

List the 5 most significant fears you have below, then identify at least one strategy and action to overcome each fear.

Fear #1

*Strategy :*

*Action :*

Fear #2

*Strategy :*

*Action :*

Fear #3

*Strategy :*

*Action :*

Fear #4

*Strategy :*

*Action :*

Fear #5

*Strategy :*

*Action :*

# Psalm 119

## Worksheet

Read the whole chapter, write the verses that stood out to you and what they meant to you personally. Feel free to duplicate this page and write as many as you wish.

Scripture #1:

Your thoughts:

Scripture #2:

Your thoughts:

Scripture #3:

Your thoughts:

Scripture #4:

Your thoughts: