

## Mentor Skills Bank: Introduction

“Whatever your hand finds to do, do with your might” (Ecclesiastes 9:10).

Knowledge is a gift from God. Members are called to share that knowledge with those around them. This skills bank is a resource of God’s gifts—gifts that members are willing to share with their sisters in the League.

When service is given in this mindful way, every day becomes an adventure. When members share their gifts, League service becomes a delight rather than a distraction. It becomes a natural outflow of their relationship with God and the world rather than one more duty to keep them from what they are meant to do.

League mentoring is a heartfelt action given with no material cost and sends eternal ripples out into the League community and beyond.

The benefits of mentoring ripple out to the right person at the right time, with the right amount of information needed in the right way.

Members trust that Our Lady of Good Counsel and the Holy Spirit will guide and guard the entire process.

This skills bank is a searchable list that members can use to find the help they need. Looking for help with creating a **policy and procedure**? There’s no need to scan through all available mentors to see who can help. Do a search!

To search the skills bank:

1. Hold down the “Ctrl” (control) and “F” buttons and a search bar will pop up. Type what you are searching for—for example, “P&P.”
2. You will see how often the words searched for appear in the skills bank. In this case, there are two times that “P&P” shows up in the skills bank. Use the arrows to move from one highlighted cell to the next.

The screenshot shows a Microsoft Excel spreadsheet with a 'Find and Replace' dialog box open. The dialog box is set to search for 'P&P'. The spreadsheet contains a list of mentors and their skills. The following table represents the data visible in the spreadsheet:

Book	Sheet	Name	Cell	Value
Mentor Skills Bank (internal circulation).xlsx	Sheet1	\$1\$237	- League knowledge (via study of the C&B and P&P)	
Mentor Skills Bank (internal circulation).xlsx	Sheet1	\$F\$488	- Keep updated copy of National P&P	

The 'Find and Replace' dialog box is open, showing 'Find what: P&P' and 'Find Next' is highlighted. A red arrow points to the search bar, and another red arrow points to the highlighted cell in the spreadsheet.

3. You can see the highlighted cell where it says “League knowledge (via study of the C&B and P&P).”

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Perhaps you want to do another search using the word “policy.”

1. Type “policy” in the search bar.
2. In this case, “policy” shows up in the skills bank 21 times. Use the arrows to move from one highlighted cell to the next.

<ul style="list-style-type: none"> <li>- Planning and running conventions</li> <li>- Compiling annual report booklet</li> </ul>	<ul style="list-style-type: none"> <li>- Publisher</li> <li>- Facebook, Instagram</li> <li>- Accounting software</li> </ul>	<ul style="list-style-type: none"> <li>- Preparing and conducting workshop</li> </ul>	<ul style="list-style-type: none"> <li>- Northern Canadian lifestyle</li> <li>- Knitting</li> <li>- Crocheting</li> <li>- Sewing</li> </ul>
<ul style="list-style-type: none"> <li>- Running elections</li> <li>- Secretarial skills (taking minutes, communications, rules of order)</li> <li>- Policy and Procedure</li> </ul>	<ul style="list-style-type: none"> <li>- Newsletters</li> <li>- Facebook page creation and management</li> </ul>	<ul style="list-style-type: none"> <li>- Choir Director</li> </ul>	<ul style="list-style-type: none"> <li>- Policy and Procedures</li> <li>- Meeting effectiveness</li> <li>- Communications</li> <li>- Various workshops and conferences on communications</li> </ul>
<ul style="list-style-type: none"> <li>- Running elections</li> <li>- Chairing conventions</li> <li>- Resolution writing</li> </ul>	<ul style="list-style-type: none"> <li>- Newsletters</li> <li>- lead online meetings</li> <li>- Word, Excel, PowerPoint, Google Docs</li> </ul>	<ul style="list-style-type: none"> <li>- Research, prepare and lead prayer services</li> <li>- Preparing for Eucharist liturgy</li> </ul>	<ul style="list-style-type: none"> <li>- Research, write and present topics to the League</li> </ul>

Find and Replace

Find what:  No Format Set Format...

With: Sheet  Match case

Search: By Rows  Match entire cell contents

Look in: Formulas

Find All Find Next Close

Book	Sheet	Name	Cell	Value
Mentor Skills Bank (internal circulation).xlsx	Sheet1		\$I\$50	- Policy and Procedures
Mentor Skills Bank (internal circulation).xlsx	Sheet1		\$F\$52	- Policy and Procedure
Mentor Skills Bank (internal circulation).xlsx	Sheet1		\$E\$92	- Policy and procedure development
Mentor Skills Bank (internal circulation).xlsx	Sheet1		\$I\$95	- Policy and Procedures
Mentor Skills Bank (internal circulation).xlsx	Sheet1		\$F\$106	- Developing policy and procedure
Mentor Skills Bank (internal circulation).xlsx	Sheet1		\$F\$129	- Policy and Procedures
Mentor Skills Bank (internal circulation).xlsx	Sheet1		\$F\$173	- Governance, parliamentary procedure, poli
Mentor Skills Bank (internal circulation).xlsx	Sheet1		\$I\$174	- Background in law, policy, legislation issues
Mentor Skills Bank (internal circulation).xlsx	Sheet1		\$I\$175	- Experience in Health and Long-term care, S
Mentor Skills Bank (internal circulation).xlsx	Sheet1		\$F\$177	- Interpreting and applying policy and law
Mentor Skills Bank (internal circulation).xlsx	Sheet1		\$F\$238	- Policy and Procedure resources
Mentor Skills Bank (internal circulation).xlsx	Sheet1		\$F\$278	- Policy.

21 cell(s) found