

IMPLEMENTING A BEST PRACTICES MENTORING PROGRAM: Coordinator's Guide and Toolkit[®]

The essential features of the Coordinator's Guide are the 14 Key Elements which define a *Best Practices* program. The 14 Key Elements are divided into Four Phases for ease of program implementation. These phases provide an end-to-end roadmap for the initiation and completion of a Mentoring Program.

When these elements are incorporated into a program's design, predictable success is achieved and many potential problems never surface.

Additional features of the Guide are

- Reader exercises and self-paced format
- References and Annotated Bibliography

Special Toolkit Features on CD with

- Design flowcharts, templates and forms
- Sample presentations, letters and announcements
- Brochure and Booklet Templates
- Questionnaires for measuring program readiness and participant progress

<i>Implementing a Best Practices Mentoring Initiative</i>	
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3) Training Designs Presentation (R. Boags, 2001)	
4) Summary Report Presentation (R. Boags, 1998)	
5) Implementing a Pilot (Best Practices Conference, 2002)	
6) Passing the Torch (IMA, 1999)	
7) Manager's Briefing Presentation (R. Boags, 2000)	
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