

## **IMPLEMENTING A BEST PRACTICES MENTORING INITIATIVE – Coordinator and Team Training**

**Participants:** Program Coordinators, Mentoring Program Team Members, Diversity Council Members, Workshop Facilitators, Program Sponsors and Champions

**Length of Workshop:** 2 Days, with periodic consultation throughout the project

### **OVERVIEW:**

Mentoring Program Coordinators and Program Teams play a critical role in the establishment of a program, as well as sustaining and enhancing it. Not only do the Coordinators and their team meet together for continued dialogue, they assist the program's mentors and mentees in their individual growth. The Mentoring Initiative helps an organization remain vital and competitive within a shrinking workforce and resultant knowledge loss through retirements and layoffs.

Mentoring programs provide a ready mechanism for everyone to pull together and work smarter.

While the initial workshop lasts two days and provides the program administrators with a broad overview and opportunity to make decisions on program content and roll-out, the full program takes between 15 and 18 months to complete. During the process, the coordinator and team members implement specific components and thereby engage in *Action Learning* as they manage the project and grow their influence and leadership competencies.

### **CONTENT OF THE WORKSHOP and MENTORING PROGRAM:**

The content follows the outline as provided in the workshop manual, *Implementing a Best Practices Mentoring Initiative: A Coordinator's Guide and Toolkit*.

- I. Introduction to the Four Phases of the Initiative
  - Start-up
  - Implementation
  - Monitoring and Evaluation
  - Expansion and Growth
- II. Customizing the 14 Key steps
- III. Decision-making Exercises
- IV. Establishing Administrative project guidelines

### **WHAT PARTICIPANTS GAIN:**

- A ready road-map for the implementation of a formal mentoring program
- A program which can be customized and branded for each organization's specific business needs, structure and culture

- Materials, which are contained in the Toolkit sections of the Coordinator's Guide, include brochures, templates and samples, consistent with the program's design
- An opportunity for program coordinators and team members to bring a needed and valuable initiative into being
- Action Learning for team members to practice project management and leadership skills
- A method for establishing a *standard practice* across an organization
- The means for building an internal competency for administering a mentoring program

#### **RESOURCES USED in the PROGRAM:**

- IMPLEMENTING A BEST PRACTICES MENTORING INITIATIVE: A Coordinator's Guide and Toolkit (Either hard copy or online version)
- MENTORING: Information Guide
- MENTORING PARTNERSHIP WORKSHOP Workbook
- MENTORING TRAINING VIDEO
- MANAGER'S MENTORING GUIDE
- Online Resources
  - Mentoring Application and Tracking System (MATSTM)
  - Mentoring Assessment for Prospective Participants
  - Mentoring Website Template
- FREQUENTLY ASKED QUESTIONS