

# 5 STEPS

FOR DEVELOPING A MENTORING PROGRAM

## DEFINE PROGRAM GOALS



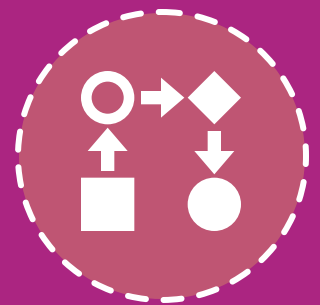
Mentorship programs can be geared towards improving performance, grooming for managerial or leadership positions, or even retention and assisting new employees as they acclimate to the organization's culture.

As it relates to retention, a mentorship program can be built into your onboarding process. You can work with your team to clearly define goals and objectives as they relate to retaining a diverse workforce.

## OUTLINE THE PROCESS

In this planning phase, you'll want to break the process down and thinking critically about each step. **Some considerations:**

- Application process for mentors and mentees
- Structure of the relationship (one-on-one is recommended)
- Duration of the program
- Frequency and location of meetings
- How you will evaluate and assess



## GATHER PARTICIPANTS



It is suggested that you seek mentors on a voluntary basis, as well as seeking recommendations from managers. This will aid in reducing potential bias in a recommendation-only policy. Through questionnaire or interviews, determine the skills, experience, and goals of both mentors and mentees.

## MATCH MENTORS & MENTEES

Be intentional when matching mentors to mentees. Research has shown that successful mentorship program help to improve retention, increase tenure, as well as aiding in professional development, leadership skills, and promotion within the organization.



## PROVIDE MENTOR TRAINING



Clear expectations and support for mentors are essential to the success of your program. **Here are some areas for discussion:**

- What is a mentoring program in the workplace?
- What benefits will the mentors and mentees enjoy?
- How often will mentoring take place?
- What format will the mentorship take?