A 5-step Guide To Start A Mentoring Program In 2023

Ready to launch a mentoring program? Download this free checklist.

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What you'll find below

There's a lot of work that goes into launching and running a successful mentoring program. From conception and approvals to participation and training, there's several small and big tasks along the journey.
Follow this checklist to make sure you don't miss a single step.

Building Phase

Before you begin structuring your mentoring program, it's crucial to lay the foundation with these steps:

- ◯ Identify primary organizational challenges, like employee retention, knowledge sharing, or succession planning.

- ◯ Define the purpose of the mentoring program. Which organizational challenges do you hope to solve using the mentoring program?

- ◯ Set goals and create a roadmap with milestones. Use SMART goals to stay on track.

- ◯ Align the mentorship program goals with organizational priorities.

- ◯ Bring with leadership and stakeholders within the company to the table and present your mentoring program proposal.

- ◯ Gather feedback and recommendations on the mentoring proposal.

Planning Phase

- ◯ Outline participant roles: mentors, mentees, coordinators/admins.

- ◯ Set qualification parameters: years of experience, expertise, and interest areas.

- ◯ Choose your mentorship model based on the size of your company, plan to scale, and specific needs:

  - Traditional 1-on-1 mentoring
  - Group mentoring
  - Peer-to-peer learning
  - Reverse mentoring
  - Employee resource groups (ERGs)
  - Flash mentoring

Communication Phase

- Engage participants by building excitement through company updates, emails, and townhalls.

- Invite them to share thoughts and previous mentorship experiences as well as to ask questions.

- Share the benefits of mentoring programs and give employees a WIIFM (What's in it for me) perspective by sharing success stories from pilot programs or other companies.

- If you plan to roll out your mentoring program to a few users to begin with, invite representatives from all departments to participate.

- Create a launch date party so employees and department heads can look forward to it and it stays top of their mind.

Launch Phase

- Kick-off with an orientation session and a live demo of the mentorship program.

- Provide resources and toolkits for additional questions and suggestions for session agendas and session goals.

- Recommend session topics to break the ice. Ideally, your mentoring software has suggestions for session agendas that mentors and mentees can build on.

- Offer continuous admin and customer support for any glitches along the way.

Feedback Phase

- Build a continuous feedback loop by encouraging users to collaborate and exchange ideas as well as experiences.

- Invite users to quarterly focus group discussions on the mentoring program.

- Use tools like Google Forms or SurveyMonkey for feedback.

- Organize workshops on setting boundaries and managing expectations.

- Schedule check-ins with mentors and mentees to get 1:1 feedback.

- If your mentoring software has in-built feedback following each session, encourage employees to use it.
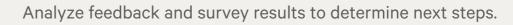
Evaluation Phase

- Monitor mentor-mentee signups and frequency of interactions.

- Facilitate additional sessions for high demand and maintain a waiting list if required.

- Analyze feedback and survey results to determine next steps.

- Assess outcomes from the mentorship program such as skills development, promotions, employee retention, and job satisfaction.
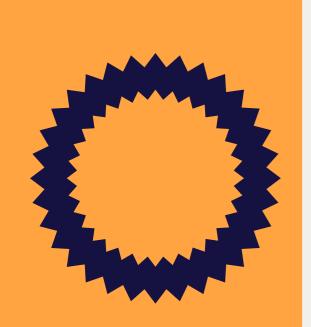
- Correlate outcomes to larger business goals and report tangible benefits like cost savings and increase in revenue.

- Organize end-of-year showcases for leadership to share tangible success stories.

- Celebrate major milestones and achievements.

- Host annual planning and review sessions.

- Incorporate insights and learning for the next cycle.

With the [right software](), you can streamline the registration process and collect feedback with ease.

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