



Dr. Rita Boags, Principal

Mentoring Program Coordinator and Team Training

WORKSHOP PURPOSE:

This workshop is designed for anyone who has responsibility for the design and implementation of a formal mentoring program. This workshop synthesizes the 20 years of experiences of Leadership Technologies' Mentoring Programs into a model of *Best Practices*. It is meant to serve two primary purposes:

- 1) To educate participants on *Best Practices* program design and implementation so that the organization may capitalize on the many benefits of mentoring. Designers of Mentoring Programs need a model or template which can deliver reliable successful results and avoid the common mistakes of previous programs.
- 2) Within this model of *Best Practices*, program coordinators will have the ability to customize their programs to meet the specific objectives, personnel, and culture of their organization. By sharing examples of what other organizations have achieved through their mentoring programs, coordinators new to the field can follow in the footsteps of success using the *Best Practices* model and materials.

OVERVIEW:

Mentoring program coordinators and Program Teams play a critical role in the design and implementation of a formal mentoring program. Program Coordinators and their teams bear the responsibility for bringing the value of mentoring to their organization's constituencies. Without excellent program design and a minimum of mistakes, the many benefits of mentoring cannot be realized in an organization through a formal program. Program coordinators, teams and administrators are a vital link to the individual growth of a program's mentors and mentees.



Customized illustration from *Mentoring Partnership Workbook*

Initiating a mentoring program is an excellent means by which the organizers of a formal program can stimulate their own growth. The process of bringing the program into being requires the learning of many new skills. The Coordination Team members are engaged in *Action Learning* as they manage the project and grow their influence and leadership skills.

Length of Workshop: 2 Days

Target Audience: Program coordinators, team members, administrators, Diversity Council members, workshop facilitators, and sponsors



WHAT PARTICIPANTS GAIN:

- ◆ A *Best Practices* 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, target populations, structure and culture
- ◆ Materials 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, presentation 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

CONTENT OF THE WORKSHOP

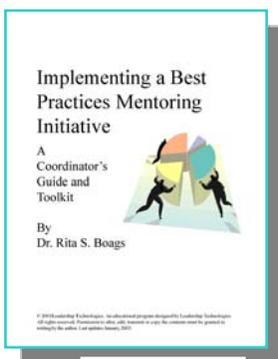
The content follows the basic outline as provided in the workshop manual, *Implementing a Best Practices Mentoring Initiative: A Coordinator’s Guide and Toolkit*.

- I. Introduction to the Four Phases of the Initiative
 - Phase I . Start-up
 - Phase 2. Implementation
 - Phase 3. Monitoring and Evaluation
 - Phase 4. Expansion and Growth
- II. Customizing the Content and Delivery of 14 Key Steps
- III. Decision-making Exercises
- IV. Establishing Administrative project guidelines

For more detail, see the Workshop Agenda on Page 4 of this document

RESOURCES USED in the PROGRAM:

□ IMPLEMENTING A BEST PRACTICES MENTORING INITIATIVE: 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.

Special Toolkit Features

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

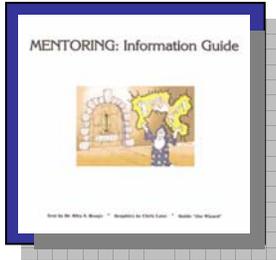
135 page workbook with over 30 examples, templates and samples

Full program available on CD for easy access and retrieval.

Take the Coordinator’s Guide tour at www.mentoringanalysis.com



□ **MENTORING: Information Guide**



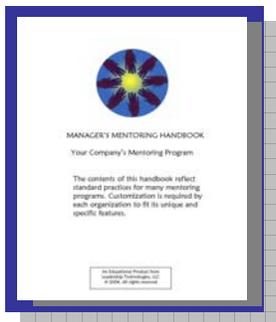
A user-friendly primer on Mentoring for all levels in an organization. It is designed for all audiences including: Mentors, Mentees (Proteges) Managers, Coordinator, Program team members, and sponsors.

Primarily used during the Initial phase of a program implementation to inform and educate the applicant population on the topic of Mentoring and help to dispel common myths and misconceptions.

Can be customized to client specifications. Volume pricing available.

Sized to fit into a standard binder

□ **Manager's Mentoring Guide**



This companion guide is designed for the Managers of Mentees and is frequently used as a handout during Management Briefings.

The guide explains the mentoring process used in the sponsoring organization and clarifies the Manager's Role in the mentoring program.

The Guide can be customized to describe any organization's unique program features.

Volume discounts and self-publishing available

□ **ONLINE RESOURCES** (preview at www.mentoringanalysis.com)

- Mentoring Application and Tracking System (MATS™)
- Mentoring Assessment for Prospective Participants
- Mentoring Website Template

Contact us to set up a Coordinator's Guide Workshop or receive the schedule of a Public Seminar. We can be reached at (510) 581-2946, and at ritaboags@comcast.net



MENTORING PROGRAM COORDINATORS WORKSHOP AGENDA:

Day I - Overview- 8:30 AM to 4:30 PM

Morning (8:30 AM to 11:30 AM)

- Overview of Critical issues in Design and Implementation
 - Linking to Organizational Objectives
 - Why a Formal Program?
 - Outcomes - Personal and Organizational
 - Coordination of the Program and the use of technology
 - Customization of the model and templates
 - Pilot or Prototype?
 - Managing Expectations and Myth-busting
 - Organizational Backdrop and Undercurrents: Managing the Sins of the Past
- The Four Phases of Design and Implementation
 - The Four Phases and 14 Key Points
 - Using the Assessment List
- The Timeline of the Four Phases

Afternoon (1:00 to 4:30 pm)

- Phase I - Start up
- Phase II - Implementation
- Phase III - Monitoring and Evaluation
- Phase IV - Transfer and Growth

Day II - Specific Application: 8:30 AM to 4:30 PM

- Morning: Customization Workshop for Phases I and II (8:30 AM to 11:30 AM)
- Afternoon: Customization Workshop for Phases III and IV (1:00 PM to 4:30 PM)
- Establishing Administrative Guidelines