Group Mentoring:

Program Coordinator

Guide

Mentorloop

Contents 🔗

Group Mentoring for Program Coordinator's

👆 *Click on the chapter titles to go straight to them!*

Program Coordinator: Group Mentoring

Your Role:

As Program Coordinator, your role is to promote Group Mentoring in the program, set up the groups, assign key group mentors for each group and set them up for success.

From there, it's standard Program Coordinator management — checking in on your Key Group Mentors, answering questions, and reviewing sentiment as it comes in!

Program Coordinator: Group Mentoring

So, what does this look like in practice?

1   **Promote Skill Based Group Mentoring**. Let your program know that you'll be launching skill based mentoring groups, furthering the mentoring offering. Use our template!

2   **Identify and invite your Key Group Mentors.** Identify the most skilled and experienced mentors, as your preferred Key Group Mentors. Using our template, let them know they've been selected, and invite them to accept the role!

3   **Create your Group Loops and add your Key Group Mentors.** Follow these instructions to set up your skill-based Groups. We also suggest a Key Group Mentor support group. This facilitates peer learning and support amongst your Key Group Mentors

4   **Hold a 30 minute Info session for your Key Group Mentors.** This session should take Mentors through their role, give them the opportunity to meet each other and ask questions.

5   **Invite your mentees to join!** It's time to launch — invite your mentees to join the groups, and admit them into the group.

6   **Review and monitor Group Sentiment.** After 30 days, Mentoring Quality Survey feedback will start to appear in Sentiment. Use this data to support participants and measure success upon completion.

Resources

Mentorloop

Promoting Group Mentoring

Let your program know that you'll be launching skill-based mentoring groups.

Mentees will have the opportunity to join these groups, once they've been made live.

When: This is the first thing you need to do. Send at least 1 follow up!

Who? We recommend sending this to everyone in the program.

Tool Tip: Use [Bulk Message](#)

We're launching group mentoring!

The groups will be based on what you've told us you want to learn as mentees and can offer as mentors. Initially, the groups will run for 6 months.

We'll be selecting the most experienced mentors in these skill areas to facilitate the groups as 'Key Group Mentors' — if this is you we'll reach out to confirm you're interested before making the Groups.

If you don't want to participate, that's okay, you can make yourself unavailable

Creating Your Groups

1 **Finding the most in demand skills for your program**

- Navigate to Participants and select the Infographics Tab
- Note down the most in demand skills

Tip: For programs with less than 100 participants, 5 groups is likely enough. For programs with more than 100 participants, you might want to select 10 skills.
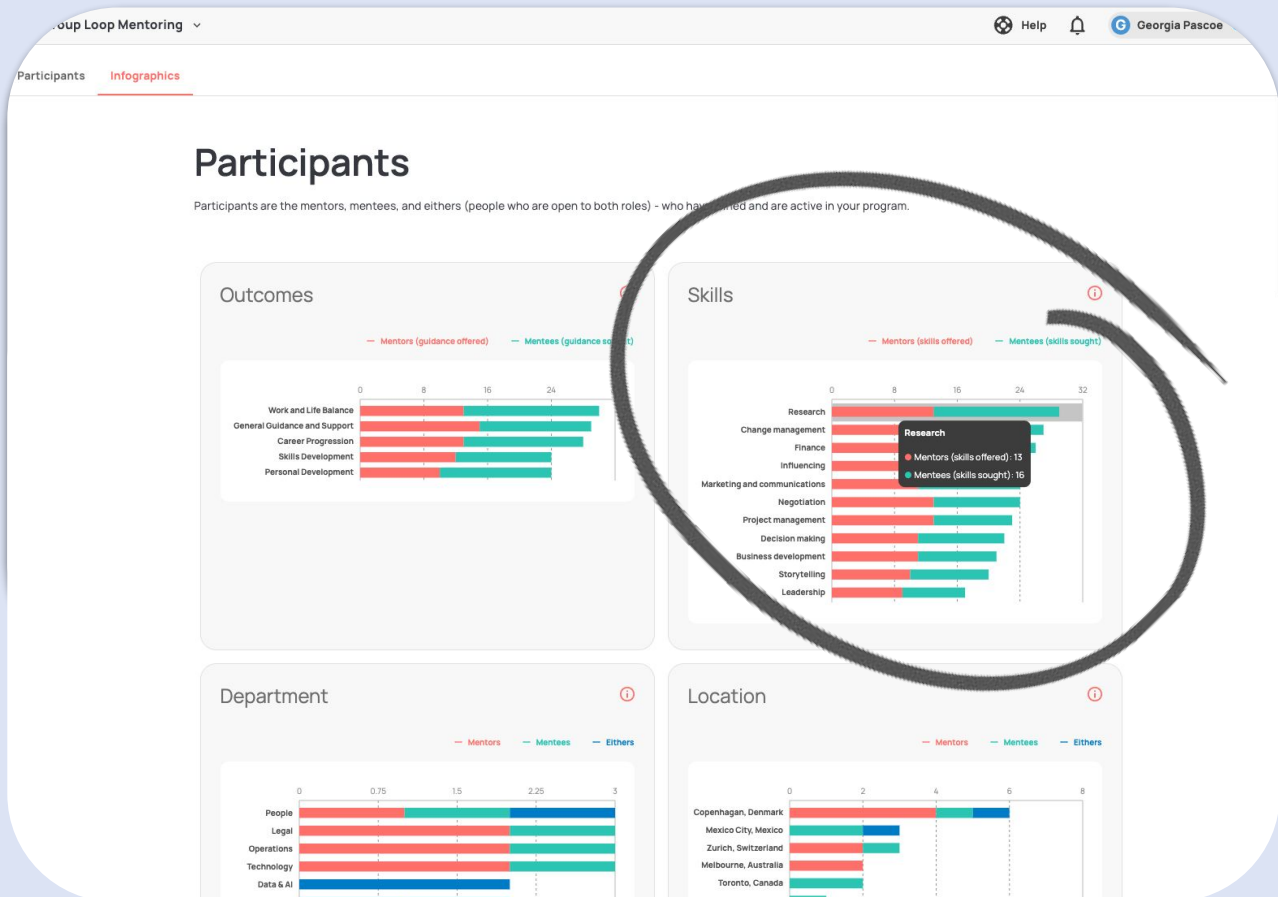
In this example, our top 5 skills are:
- Research
- Change Management
- Finance
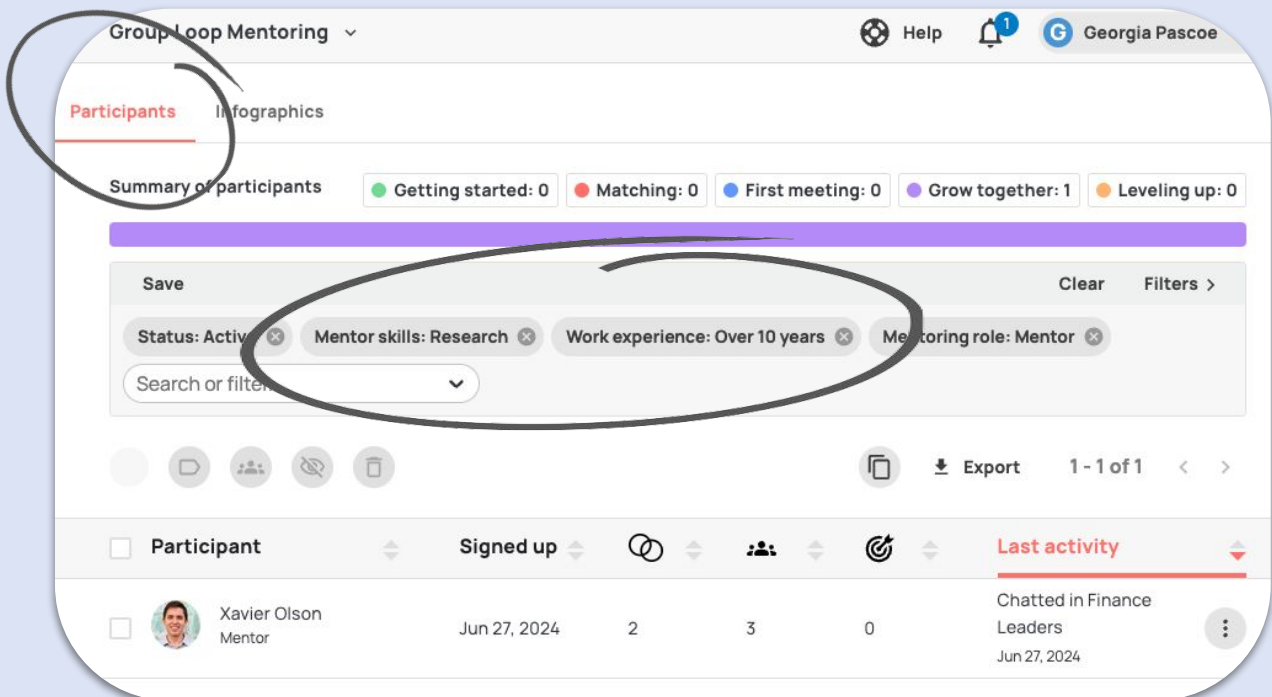- Influencing
- Marketing and communications

Creating Your Groups

2 Finding your Key Group Mentors

We want to find the most experienced mentors, with the skills on your list.

From the Participant Tab, apply the below filters:

1. Mentor Skills: [select the first skill]
2. Experience: [select the highest level of experience]

This may return more than one option. You may choose to invite multiple eligible mentors for a specific skill-set (to gauge interest), or one at a time.
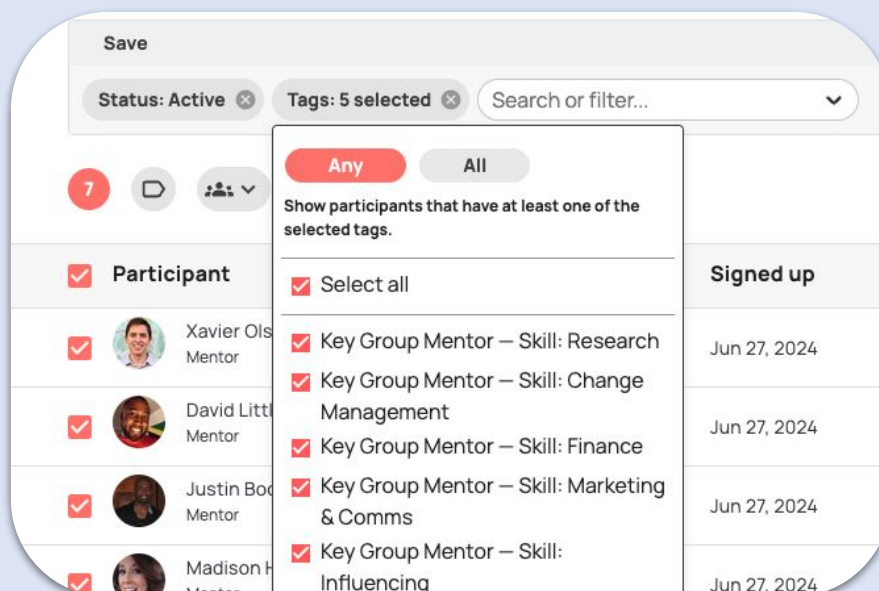
Creating Your Groups

3 **Tag your eligible Key Group Mentors**

Select the eligible Key Group Mentors, and create a Tag for each skill set.
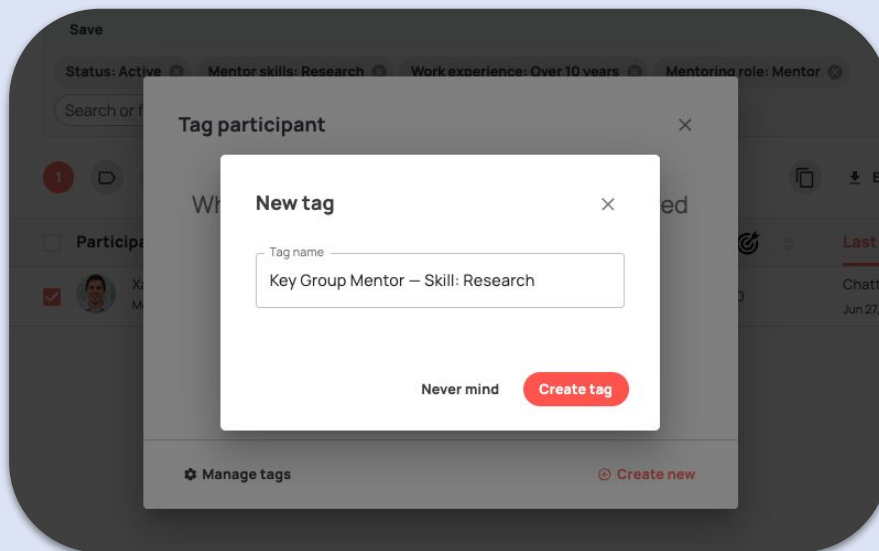
Repeat Steps **2** **+** **3** tagging eligible mentors for each skill.

Creating Your Groups

4 **Invite your Key Group Mentors!**

Filter for Tags: Select all your Key Group Mentor tags
Bulk Select: All Participants

Send them the below message, inviting them to participant as your Key Group Mentors!

> *We recently announced the launch of Mentoring Groups. Congratulations! As one of the most experienced in your field, you've been selected as a Key Group Mentor for our skill-based mentoring groups.*
>
> *Group mentoring is a powerful tool for personal and professional development that involves many people with a common purpose or goal. The group will have up to 10 mentees and a Key Group Mentor (hopefully you!) who acts as a guide and leader. Don't worry – you're not expected to do it all, rather prompt, guide and provide insight as the more experienced person in the group.*
>
> *If you accept the position, you'll be given a Key Mentor Guide to ensure you have the resources to run your group effortlessly. Additionally, all Key Group Mentors will be Grouped together with your Program Coordinator, so you can share resources, ask for help and have a direct line of support from your Program Coordinator should you need.*
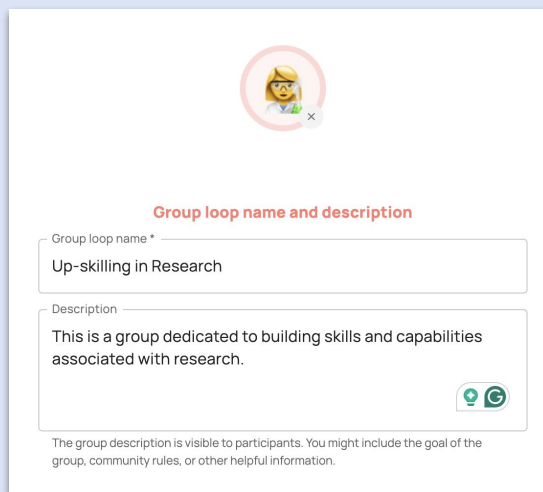>
> *Ready to learn more? Just reply in this chat here!*

Creating Your Groups

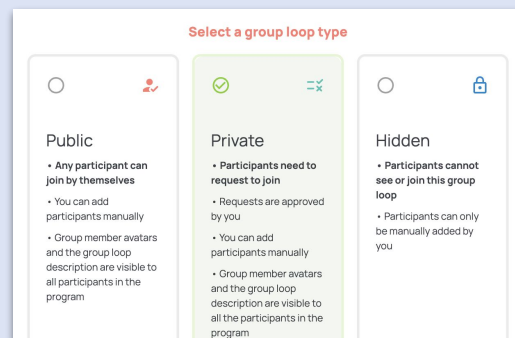## ④ Create Skill Groups & Key Group Mentor Support Group

Now that you know who your Key Group Mentors are, create a group for each skill, and add the relevant mentor to the group.
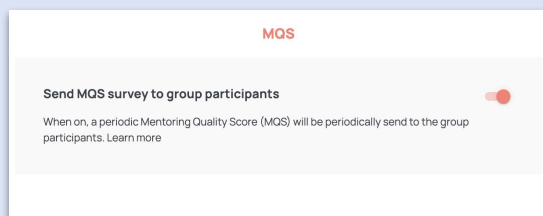
1. Create Group: Name and details

Group loop name and description

Group loop name *
Up-skilling in Research

Description
This is a group dedicated to building skills and capabilities associated with research.

The group description is visible to participants. You might include the goal of the group, community rules, or other helpful information.

2. Turn on: MQS

MQS

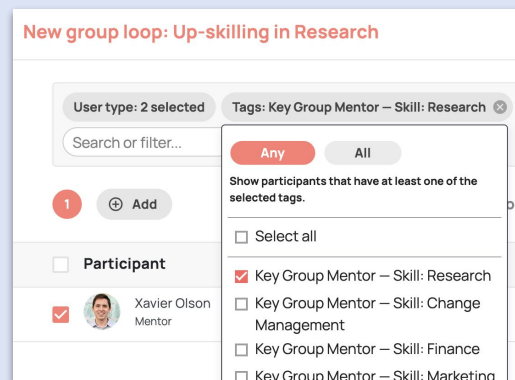Send MQS survey to group participants
When on, a periodic Mentoring Quality Score (MQS) will be periodically send to the group participants. Learn more

3. Select Type: Private

Select a group loop type

Public
• Any participant can join by themselves
• You can add participants manually
• Group member avatars and the group loop description are visible to all participants in the program

Private
• Participants need to request to join
• Requests are approved by you
• You can add participants manually
• Group member avatars and the group loop description are visible to all the participants in the program

Hidden
• Participants cannot see or join this group loop
• Participants can only be manually added by you

4. Add Key Group Mentor: relevant to Group Topic

New group loop: Up-skilling in Research

User type: 2 selected   Tags: Key Group Mentor — Skill: Research ⊗

Search or filter...

Any   All
Show participants that have at least one of the selected tags.

☐ Select all
☑ Key Group Mentor — Skill: Research
☐ Key Group Mentor — Skill: Change Management
☐ Key Group Mentor — Skill: Finance
☐ Key Group Mentor — Skill: Marketing

1   ⊕ Add

☐ Participant

☑ Xavier Olson
    Mentor

5. Create Key Group Mentor Support Group

This allows you to easily communicate with each other, provide support and share resources.

Type: Hidden (so other participants can't request to join)
Who: All Key Group mentors & the Program Coordinator

Info Session Guide: for KGMs

Hold a 30 minute Info session for your Key Group Mentors. This session should take Mentors through their role, available resources, give them the opportunity to meet each other and ask questions.

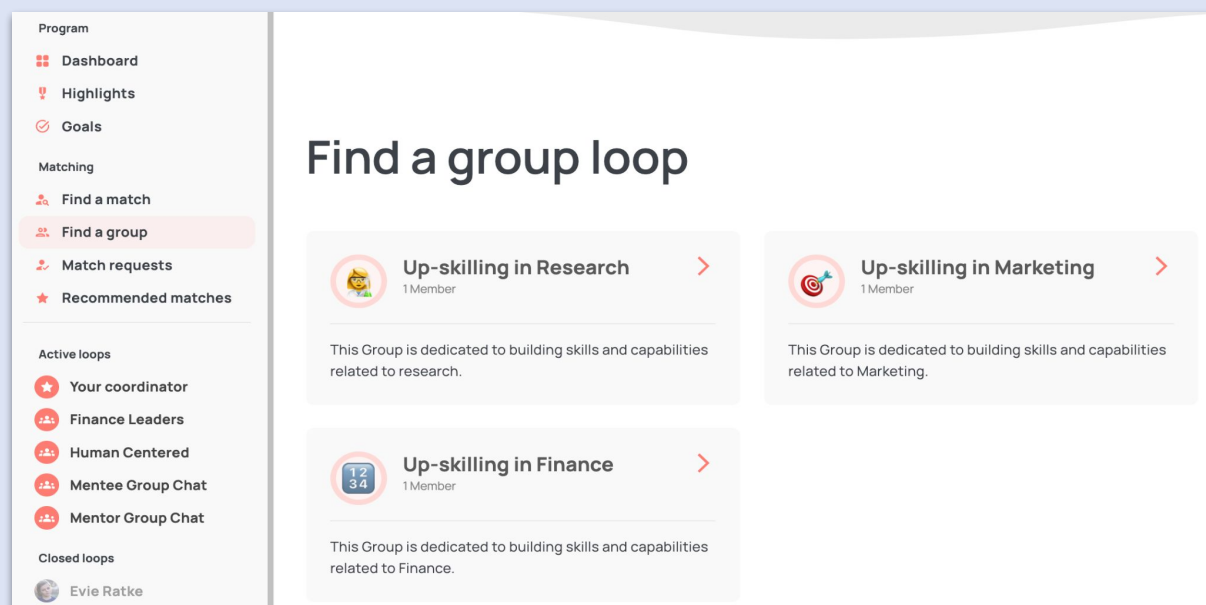|	
Introductions 10 mins	Each KGM to Introduce themselves, their Skill, and their experience to-date with that Skill.
Key Group Mentors: Your Role 5 mins	Inform them of their role. You can find this information in the Key Group Mentor Guide.
Resources 5 mins	Share the resources available to them in the Key Group Mentor Guide: **Session Guides, Engagement Guidelines, Self-Introduction templates, Suggested Summaries, Weekly Questions**
Key Group Mentor — Group 5 mins	Let them know they will be added to a support group with each other and you as the Program Coordinator.
Questions 5 mins	Time for questions, concerns, ideas!

Promote Group Mentoring

Using the template below, Invite Mentees to request to join the new Skill-Based mentoring groups! If you find you're getting an influx of requests for a specific skill, consider making a second group for the same skill, with another Key Group Mentor!

When: Once your groups are live, and your KGM's are ready.

Who? All mentees in the program.

Tool Tip: Use Bulk Message

Skill-based mentoring groups are live! The skills we're focussing on are [insert skills]

Each group will be guided by an experienced mentor and will run for 6 months. You can expect to learn from your Mentor, your peers, and your own reflections.

Places in each group are limited and it's first in best dressed! You can request to join via "Find Group Loop".

Program

- ⊞ Dashboard
- 🏆 Highlights
- ⊘ Goals

Matching

- 👥 Find a match
- 👥 Find a group
- 👥 Match requests
- ★ Recommended matches

Active loops

- ⭐ Your coordinator
- 👥 Finance Leaders
- 👥 Human Centered
- 👥 Mentee Group Chat
- 👥 Mentor Group Chat

Closed loops

- 👤 Evie Ratke

Find a group loop

Up-skilling in Research >
1 Member

This Group is dedicated to building skills and capabilities related to research.

Up-skilling in Marketing >
1 Member

This Group is dedicated to building skills and capabilities related to Marketing.

Up-skilling in Finance >
1 Member

This Group is dedicated to building skills and capabilities related to Finance.