



Mentoring Challenge:
Reverse Mentoring

Program Coordinator's Guide



Mentorloop

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Mentoring Challenge: Reverse Mentoring Your challenge Guide

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Participant Resources:

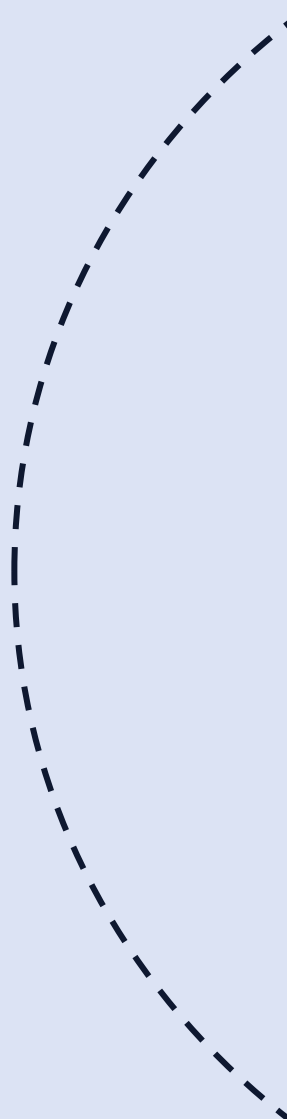
- [Reverse Mentoring Topics](#)

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

What is the Reverse Mentoring Challenge?

In a nutshell:

- Help participants increase their engagement and improve the quality of their mentoring experience.
- We provide you with the support and resources you need to achieve success.
- The objective of the challenge is for both parties to have gained valuable insight, experience or even a new skill!



Your Checklist

- ✓ Joined (*or watched!*) the Mentoring Challenge Launch Session
- ✓ Opt in to the Reverse Mentoring Challenge, so we can ensure you receive the relevant support
- ❑ Send the communications provided and check in with your participants during the challenge.
- ❑ Share the participant resources!

Need support, or have questions?

Email your Customer Success Manager or
support@mentorloop.com

Comms Timeline

Before the challenge starts:

FEB - MARCH

When:	What
Pre Challenge	Reverse Mentoring Challenge Awareness
WEEK 1	Week 1 - Challenge Has Started, What's Next?

During the challenge:

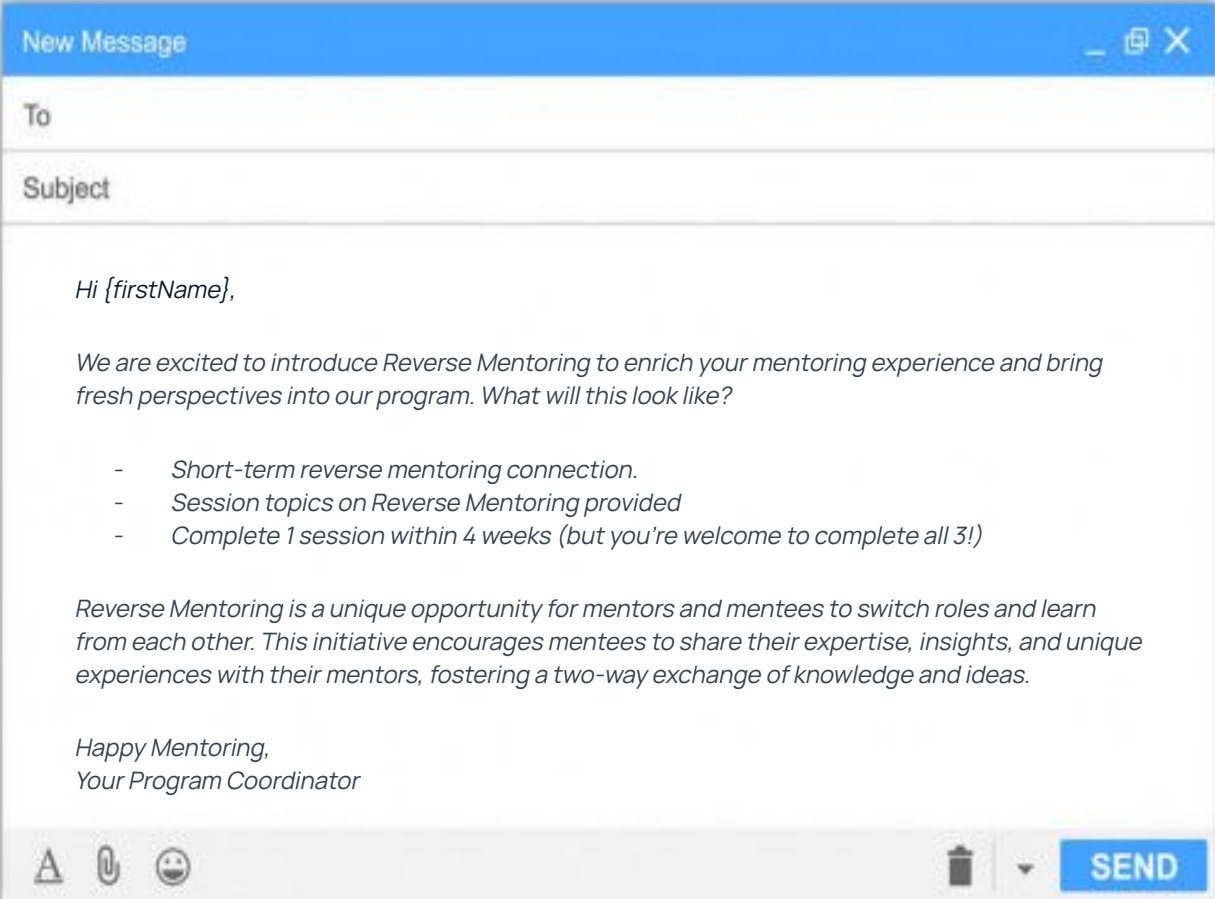
MARCH - APRIL

Date:	What
WEEK 2	Week 2 - Reverse Mentoring Topics
WEEK 2	Week 2 - Reverse Mentoring Expectations & Resources
WEEK 3	Week 3 - Reverse Mentoring Resources
WEEK 2	Week 4 - Reverse Mentoring Topics & Reminders
WEEK 5	Week 5 - Celebrate (and Close if applicable)

Email & Bulk Message

Send your comms via Bulk Message, but you might like to reinforce important messages with an internal email.

Emails & Bulk Messages are great for getting word out there and providing a strong call-to-action. It's also a fuel-efficient way to reach everyone with minimal effort.



New Message

To

Subject

Hi {firstName},

We are excited to introduce Reverse Mentoring to enrich your mentoring experience and bring fresh perspectives into our program. What will this look like?

- Short-term reverse mentoring connection.
- Session topics on Reverse Mentoring provided
- Complete 1 session within 4 weeks (but you're welcome to complete all 3!)

Reverse Mentoring is a unique opportunity for mentors and mentees to switch roles and learn from each other. This initiative encourages mentees to share their expertise, insights, and unique experiences with their mentors, fostering a two-way exchange of knowledge and ideas.

Happy Mentoring,
Your Program Coordinator

SEND

Social Media and Direct Messaging Platforms




If your organisation uses platforms like Slack or Teams, or if you have employee community channels on social media, take advantage of them! These are great tools for more direct communication with your participants.

Share updates, such as the challenge having commenced.

Share reminders, such as checking their mentorloop inbox!

Need help creating assets?
[Use our customer Media Kit](#)
 to create social tiles


Kmart Australia Limited
 103,715 followers
 1mo •

+ Follow


We are excited to let you know that here at Kmart, we have recently launched a formal Mentoring Program called Konnect!

Konnect supports our people strategy of ensuring Kmart is and continues to be a great place to work and grow together and we're pleased to announce that forty mentees and mentors have been selected to participate in this program with the aim to take the learnings and scale the program across the business!

Congratulations to all of them 🎉

This program was developed by a project team led by our People and Capability Business Partner [Emmalene Herrod](#) in partnership with Mentorloop. Additionally, see below for some further insights from our Program Co-ordinator [Callum Lloyd](#)

Well done team! 🙌

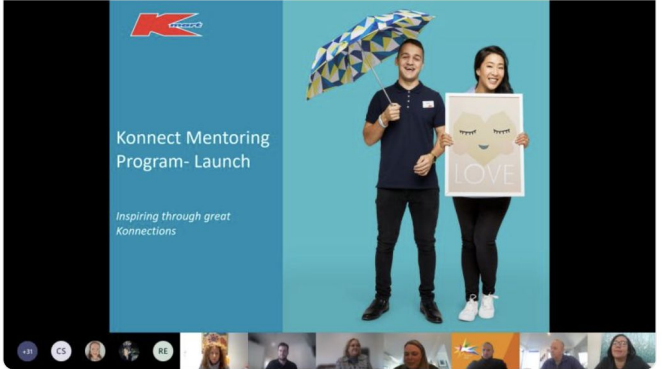

Callum Lloyd • 3rd+
 Talent & Engagement Advisor at the Kmart Group
 1mo • Edited •

Its been about 5 months since I started with [Kmart Australia Limited](#) and I thought I'd share something that we have been working on which I am proud of.

As part of our ongoing commitment to continue to grow team member skills and talent for our future success and to develop capable people leaders, today we launched our first ever mentoring program called Konnect.


This program gives our first-time leaders the opportunity to be mentored by a more experienced leader. Through this initiative, we aim to accelerate the capability of first-time people leaders to ensure that we develop a strong pipeline of talent across the business.

Well done to the team for making this dream a reality! [Emmalene Daniel Kerrie](#)



Konnect Mentoring Program- Launch

Inspiring through great Konnections


 51 • 1 comment

Source: [LinkedIn](#)

Templates: Challenge Awareness

Letting participants know what's coming up is easy.

We've provided some helpful message templates to get your communication plan started.

Need help creating assets?

[Use our customer Media Kit](#) to create web banners, social tiles and posters



Challenge Awareness Templates

Inform participants Reverse Mentoring is happening soon

1

Copy and paste the below format to send as a [bulk message](#)

Hi {firstName},

We are excited to introduce Reverse Mentoring to enrich your mentoring experience.

Reverse Mentoring is a unique opportunity for mentors and mentees to switch roles and learn from each other. This initiative encourages mentees to share their expertise, insights, and unique experiences with their mentors, fostering a two-way exchange of knowledge and ideas.

What will this look like?

- **Expectations:** You need to complete at least 1 session within the 4 weeks.
- **Mentor-Mentee Pairings:** We want to provide you with different mentoring experiences. As part of the challenge, we encourage you to switch your roles in your current mentoring relationships. Take on a new perspective for the next 4 weeks!
- **Resources and Support:** We will provide session topics, resources, and ongoing support to ensure a smooth and productive mentoring experience.
- **Feedback and Evaluation:** You will have the opportunity to provide feedback, on your dashboard – this helps us continually improve the program and ensure it meets your needs.

Happy Mentoring,
Your Program Coordinator

2

Message Preview

Hi Jan,

We are excited to introduce Reverse Mentoring to enrich your mentoring experience.

Reverse Mentoring is a unique opportunity for mentors and mentees to switch roles and learn from each other. This initiative encourages mentees to share their expertise, insights, and unique experiences with their mentors, fostering a two-way exchange of knowledge and ideas.

What will this look like?

- **Expectations:** You need to complete at least 1 session within the 4 weeks.
- **Mentor-Mentee Pairings:** We want to provide you with different mentoring experiences. As part of the challenge, we encourage you to switch your roles in your current mentoring relationships. Take on a new perspective for the next 4 weeks!
- **Resources and Support:** We will provide session topics, resources, and ongoing support to ensure a smooth and productive mentoring experience.
- **Feedback and Evaluation:** You will have the opportunity to provide feedback, on your dashboard – this helps us continually improve the program and ensure it meets your needs.

Reach out if you have any questions!

Happy Mentoring!

Challenge Awareness Templates

Inform participants Reverse Mentoring is happening in the next 2 weeks

1

Copy and paste the below format to send as a [bulk message](#)

Hi {firstName},

Short-term reverse mentoring will commence next week!

Some of the incredible benefits you can expect from participating in reverse mentoring:

- **Cross-Generational Learning:** Reverse Mentoring allows for the exchange of knowledge and perspectives between different generations, promoting a deeper understanding and appreciation of each other's experiences.*
- **Skill Enhancement:** Mentors can learn new skills and stay updated on the latest technologies and trends, thanks to the expertise of their mentees.*
- **Personal Growth:** Engaging in Reverse Mentoring can enhance personal growth, improve communication skills, and boost confidence.*

Happy Mentoring,

Your Program Coordinator

2

Message Preview

Hi {firstName},

Short-term reverse mentoring will commence next week!

Some of the incredible benefits you can expect from participating in reverse mentoring:

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- **Skill Enhancement:** Mentors can learn new skills and stay updated on the latest technologies and trends, thanks to the expertise of their mentees.
- **Personal Growth:** Engaging in Reverse Mentoring can enhance personal growth, improve communication skills, and boost confidence.

Happy Mentoring,

Your Program Coordinator

Matches are live:

Resources, Support and Encouragement Templates

Launch the challenge, with ease.

We've provided some helpful message templates so you can share required resources, information, and be a voice of encouragement throughout the challenge.

Want to create some assets?

[Use our customer Media Kit](#) to create web banners, social tiles or posters

Week 1: Challenge has started, what's next?

Let your participants know what to do next

1

Copy and paste the below format to send as a [bulk message](#)

Hi {firstName},

It's time to start the challenge! You have your match, now what?

Next step is to reach out to your mentoring match and schedule your first Reverse Mentoring Session via Mentorloop.

Once you have booked your meeting, I will share some topics you can choose from for your Reverse Mentoring Session. This will include:

- Resources on your selected topic, and,
- A meeting agenda.

****Schedule your meeting with your reverse mentoring partner today.****

Happy Mentoring,
Your Program Coordinator

2

Message Preview

Hi Jan,

It's time to start the challenge! You have your match, now what?

Next step is to reach out to your mentoring match and schedule your first Reverse Mentoring Session via Mentorloop.

Once you have booked your meeting, I will share some topics you can choose from for your Reverse Mentoring Session. This will include:

- Resources on your selected topic, and,
- A meeting agenda.

Schedule your meeting with your reverse mentoring partner today.

Happy Mentoring,
Your Program Coordinator

Week 2

Reverse Mentoring Topics

Share reverse mentoring topics for your participants to choose from – [see page 17](#)

1

Copy and paste the below format to send as a [bulk message](#)

Hi {firstName},

Please find attached some topics you can choose from, to work through with your mentoring partner. Alternatively, you can find them [online here] (<https://helphub.mentorloop.com/hc/en-us/articles/8094990449679>). The topics include:

- Generational Differences & Perspectives
- Diversity and Inclusion
- Environment and Sustainability

****Your next step:****

Go to your 1:1 loop and share your chosen topic, and the provided agenda.

2

Message Preview

Hi Jan,

Please find attached some topics you can choose from, to work through with your mentoring partner. Alternatively, you can find them [online here](#). The topics include:

- Generational Differences & Perspectives
- Diversity and Inclusion
- Environment and Sustainability

Your next step:

Go to your 1:1 loop and share your chosen topic, and the provided agenda.

Week 2:

Reverse Mentoring Topics

Share reverse mentoring resources

1

Copy and paste the below format to send as a [bulk message](#)

Hi Jan,

Reverse Mentoring is a game-changer, and we are excited to embark on this journey of growth and learning together. How are you going?

Some resources to get you started:

- [Reverse Mentoring 101] (<https://mentorloop.com/blog/reverse-mentoring-101/>)
- [Best Practices For Effective Reverse Mentoring] (<https://mentorloop.com/blog/discussion-topics-for-reverse-mentoring-sessions/#14>)

A reminder to [choose your topic] (<https://helphub.mentorloop.com/hc/en-us/articles/8094990449679>) and set your meeting this week!

2

Message Preview

Hi Jan,

Reverse Mentoring is a game-changer, and we are excited to embark on this journey of growth and learning together. How are you going?

Some resources to get you started:

- [Reverse Mentoring 101](#)
- [Best Practices For Effective Reverse Mentoring](#)

A reminder to [choose your topic](#) and set your meeting this week!

Week 3

Reverse Mentoring Expectations

Remind the participants of expectations!
1 meeting, on any of the provided topics.

1

Copy and paste the below format to send as a [bulk message](#)

Hi {firstName},

How have you progressed so far? A reminder, you need to:

- 1. Have at least 1 meeting, scheduled in Mentorloop.*
- 2. Cover 1 of the 3 topics provided.*
- 3. Share your feedback via the survey on your dashboard.*

Happy Mentoring!

2

Message Preview

Hi Jan,

How have you progressed so far? A reminder, you need to:

1. Have at least 1 meeting, scheduled in Mentorloop.
2. Cover 1 of the 3 topics provided.
3. Share your feedback via the survey on your dashboard.

Happy Mentoring!

Week 4

Reverse Mentoring Expectations

Re-share the topics they can cover, including resources and agendas.

1

Copy and paste the below format to send as a [bulk message](#)

Hi {firstName},

You mightn't have chosen your topic yet, or you might want to choose your own!
A reminder that we have ****2 weeks left,**** before the end of our Reverse Mentoring initiative and you need to have had at least one session. [The topics provided include] (<https://helphub.mentorloop.com/hc/en-us/articles/8094990449679>):

- Generational Differences & Perspectives
- Diversity and Inclusion
- Environment and Sustainability

Let me know if you have questions, or need some support.

2

Message Preview

Hi {firstName},

You mightn't have chosen your topic yet, or you might want to choose your own!

A reminder that we have **2 weeks left**, before the end of our Reverse Mentoring initiative and you need to have had at least one session. **The topics provided include:**

- Generational Differences & Perspectives
- Diversity and Inclusion
- Environment and Sustainability

Let me know if you have questions, or need some support.

Week 5

Reminders

Reminder: Expectations

1

Copy and paste the below format to send as a [bulk message](#)

Hi {firstName},

There's one more week to until the Reverse Mentoring challenge comes to a close!

Here's your checklist:

- Have at least 1 meeting, scheduled in Mentorloop.*
- Cover 1 of the 3 topics provided.*
- Share your feedback via the surveys on your dashboard.*

Happy Mentoring!
Your Program Coordinator.

2

Message Preview

Hi {firstName},

You have 1 more week to complete the Reverse Mentoring challenge!

Here's your checklist:

- Have at least 1 meeting, scheduled in Mentorloop.
- Cover 1 of the 3 topics provided.
- Share your feedback via the surveys on your dashboard.

Happy Mentoring! Your Program Coordinator.

Week 5

Reminders

Reminder: Share your feedback

1

Copy and paste the below format to send as a [bulk message](#)

Hi {firstName},

It's the final few days of the Reverse Mentoring Challenge.

Please remember to indicate how valuable you found the partnership, via your dashboard.

We'll be celebrating those who participated soon.

Happy Mentoring!

Your Program Coordinator.

2

Message Preview

Hi {firstName},

It's the final few days of the Reverse Mentoring Challenge.

Please remember to indicate how valuable you found the partnership, via your dashboard.

We'll be celebrating those who participated soon.

Happy Mentoring!

Your Program Coordinator.

Week 6

Celebrate and Close

Celebrate all you have achieved and close out the challenge.

1

Copy and paste the below format to send as a [bulk message](#)

Hi {firstName},

Thank you for participating in the Reverse Mentoring Challenge!

A reminder to share about your experience, via the surveys on your Mentorloop Dashboard.

If you've achieved your Reverse Mentoring goals, you can now [close your Loop] (<https://helphub.mentorloop.com/hc/en-us/articles/4929689596303-Closing-the-loop>).

Happy Mentoring!

Your Program Coordinator.

2

Message Preview

Hi {firstName},

Thank you for participating in the Reverse Mentoring Challenge!

A reminder to share about your experience, via the surveys on your Mentorloop Dashboard.

If you've achieved your Reverse Mentoring goals, you can now [close your Loop](#).

Happy Mentoring!

Your Program Coordinator.

Participant Topics & Resources

Participants can choose from these topics and meeting agendas, to guide them in their Reverse Mentoring session(s).

They can complete 1, or all 3!

You'll be instructed to share these in week 2, but you can do this earlier if you like.

**Download Participant
Toolkit**

Summary

In this guide, we provided Comms templates related to:

- Promoting the challenge
- Launching & encouragement during the challenge
- Celebrate your success
- Participant Resources

We hope that this helps you effectively communicate to your participants and take charge of your mentoring program!

For more information, resources, and guides, head to:

[HelpHub](#)

[Blog](#)