

# the complete **Mentoring Program Toolkit**

Everything  
you need to  
prep for  
your best  
mentoring  
program yet



Mentorloop





# CONTENTS

Mentoring Program Checklist

Mentoring Program Tip Sheet

Mentor-Mentee Matching Questionnaire

Mentoring Content and Resources

Program Proposal Template

# Your Mentoring Program Checklist



Let's get you on the right path



## Define Your Objectives

Define the purpose of your program (learning & development, diversity & inclusion etc.) and create associated measurable objectives



## Mentoring Software Demo

If you have a target of 50+ participants, it's best to book a mentoring software demo to see how it can reduce the admin hassle of program management



## Create Matching Criteria

It's best to determine this early and make sure they align with your program's goals and objectives



## Collate Resources and Content

Have these on hand and ready to go so you can help your mentors and mentees maximise the experience



## Determine How To Measure Success

How will you gauge mentee-mentor progress and satisfaction? How will you demonstrate program success?



## Generate Awareness

Get your marketing hat on, or pull in some reinforcements. Get people excited.



## Recruit Participants

Get your marketing hat on, or pull in some reinforcements. Get people excited.



# Mentoring Program Tip Sheet

10 Tips to Turbocharge Your Program Management 

## Get Your Leaders Involved

Ask team leaders, senior staff members or division heads to promote the program in emails, announcements, meetings, or even short videos!

## Focus On What Success Looks Like

This allows you to measure progress against your initial goals and more effectively gauge program success.

## Set Expectations Early

Inspire mentees to be proactive - they have the most to gain out of the experience. Empower them to take the reins and take responsibility for their mentoring relationships.

## Leverage Resources & Content

Take advantage of any and all resources that are available - checklists, free short courses, blogs, podcasts - and share them with your participants to keep them engaged.

**Pro Tip:** Use Mentorloop's Recommended Reading feature to highlight relevant resources for your mentors and mentees

## Get People Excited

If you can, hold an event to bring awareness to the program launch date. Even a small event helps potential participants keep your program top of mind which means better engagement, and ultimately better outcomes.



## Actively Engage Participants

Talk to your participants! Make sure they know that they can reach out to you for help or guidance if they hit any roadblocks.

## Don't Force It

Life happens. If a mentor or mentee's situation changes (e.g. personal time or issues), feel free to remove them from the program and rematch their former mentoring partner.

## Communicate with Other Program Coordinators

The best insight usually comes from experience, so engage with your colleagues and find out what they've been doing and how they've been managing their programs!

## Monitor and Manage

Use Mentorloop's filters to identify who among your cohort are falling behind or lacking in engagement and reach out.. Use the pulse surveys and reports to keep an eye on how things are going.

## Engage During Key Moments

After the first month, send a check-in email and a "thank you for partaking" note. Send a congratulatory message when participants find a match, or when they complete a goal. On Mentorloop, you can enable automated content sequences which send contextual resources and engagement nudges to your people.



# MENTOR-MENTEE MATCHING QUESTIONNAIRE

15 Questions to Ask to  
Help You Make  
Awesome Mentoring Matches

# 10 Objective Questions

## You Must Ask

### What is your name?

An obvious question, for obvious reasons

### Where are you located?

If in-person meetings are important to your program, it helps to know where people are. Even in remote partnerships, this is important (time zones!)

### What's your LinkedIn URL?

Save your participants mentorship discovery time by giving them access to their mentor or mentees digital professional profile

### Would you like to be a mentor, mentee, or both?

It's important for obvious reasons, but also so that no assumptions are being made. (e.g. mentor types might also want to be mentored, mentees types can have valuable skills/knowledge to share with more senior folks)

### What's your current role?

Whether participants want to connect with someone in their own field or otherwise, this is an important one to ask.

### What are your strengths?

This is useful for when you or the participants want to connect based on areas of improvement.

### What areas would you like to develop in?

A follow-up to the previous question, but also useful so mentors can see if they can offer help, and for mentees to express where they want development.

### What's the #1 thing you want to get out of this mentorship?

e.g. general career guidance, industry-specific expertise, leadership development, networking etc. This is also something to measure against at the end of the program to showcase employee outcomes.

### What's your preferred channel of communication?

This isn't a make or break, but it can be beneficial to have pairs who have similar preferred communication channels.

### Describe yourself!

e.g. sports nut, techie,, dog lover, foodie, health nut, traveller etc. There's nothing better than a bit of common ground. Try to find some light icebreakers.

# 5 Subjective Questions

## You Should Ask

### **In three years time, what would you like to be doing?**

Human's find it challenging making realistic plans long term, but you can glean a lot of insight from asking someone where they want to be in a few years time. How ambitious are they?

Do you have a mentor in your cohort who knows the exact path to that position because they are already there - or have been there before?

### **What are your top passions?**

You can leave this one open ended or make it multiple choice to encourage mentors and mentees to be matched on a deeper level. Mentorships aren't only about professional development.

### **What challenges are you experiencing in your role?**

Is the participant struggling to adjust to a new team? Or facing challenges transitioning to leadership? If you can align these problems and hurdles with a mentoring partner who is in the best position to help, you are onto a winner.

### **Describe your ideal mentor or mentee?**

This question really gets to the heart of the type of person and attitude each mentor or mentee would like to be paired with. While you probably can't give them their ideal mentor or mentee - asking this question can help you get close.

### **What does mentorship mean to you?**

What's their philosophy on mentorship? Do they see it as a very active endeavour? What do they hope to get out of it?

Asking this questions can help you align expectations - which is half the battle in creating conducive and productive mentor-mentee interactions.



# **Mentoring Program Proposal Template**

# The Business Case for Mentoring

Mentoring is a proven business strategy, with 71% of Fortune 500 companies running formalised programs. While the benefits of mentoring are understood, the scale and consistency of mentoring outcomes is often understated.

Countless studies have proven the effectiveness of mentoring:



Employees who participate in mentoring programs are **50% more likely** to advance in pay grade



Mentors **report** gaining more leadership identity and skills, as well as more confidence in leading projects the more they engaged in mentoring



Mentoring programs boost minority representation at the management level by **25% to 26%** and improve promotion and retention rates for minorities and women by **35% to 38%**



**87%** of millennials say that they find professional development opportunities important to them in looking for a job



**91%** of employees who have a mentor are satisfied with their jobs, with more than half (57%) saying they're 'very satisfied'



"Mentoring helps manage and maximise knowledge, connecting and pooling pockets of organisational knowledge that strengthen and speed up organisational learning"



The average USD allowance for an individual employee is \$1200 AUD whereas you can launch a mentoring program for 22 per participant - the cost of a coffee



Retention rates are much higher for mentees (72%) and mentors (69%) than for employees who did not participate in the mentoring (49%)



## Program Goals and Objectives

- 1 What are your goals?  
Diversity & Inclusion? Succession Planning?
- 2 State them in this section and create measurable goals and objectives for them.
- 3 Example: Promote 50% more managers from the internal pool for the next 2 years

## Roles and Responsibilities

- Who will be managing/coordinating the mentoring program?
- What are the expectations of mentors and mentees?



## Selection Criteria and Matching

How many people will be in your mentoring program?

What criteria are you going to use in inviting people into the program?

How will the participants be matched?

And what criteria will they be matched on?



## Program Implementation

How long will the program take to implement?

What are the stages of implementation?

Will you need any help or support at any particular stage?



## Program Evaluation

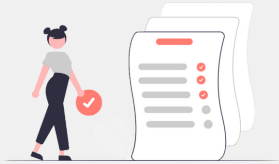
How will success be measured?

How are you going to prove organisational and individual outcomes?

# Our Favourite Mentoring Resources

to share with your mentors and mentees

## For Mentees



### First Meeting Checklist for Mentees

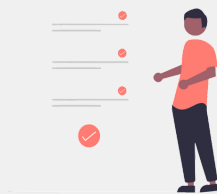
Mentees can struggle to understand and articulate what they want from their mentor and mentorship. This checklist helps them gather these ideas and get off to a great start.



### How To Be a Great Mentee

To get the most out of any mentorship, a mentee should understand and adhere to the a few principles.

## For Mentors



### First Meeting Checklist for Mentors

People aren't born great mentors. Many are doing it for the first time. This checklist helps them to understand their role in the mentorship - and helps them look like a seasoned pro.



### How To Be a Great Mentor

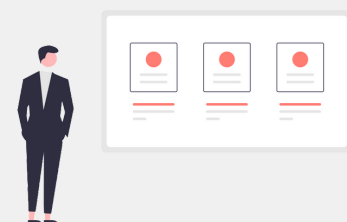
Being a great mentor isn't always as easy as it looks - but you can make it easier with these easy-to-follow guidelines.

## Goal Setting



### The Power of Goal-Setting

People who set goals are more successful than those who don't. Mentorships that employ goal-setting as part of the process are also more effective than those which don't.



### The Mentorloop Goal-Setting Framework

Setting goals is a process, and there are right and wrong ways to do it. Ensure your goals are set correctly with the trusty Mentorloop framework.

Now you're  
ready to build  
**your best  
mentoring  
program yet!**

Build a program plan with our  
**Program Explorer!**

[Start Exploring](#)

Or have a chat with a  
mentoring expert and  
**find out how Mentorloop  
can help ease the admin  
burden of being a  
program coordinator!**

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