

# How To Set Up A Structured Mentoring Program

## INTRODUCTION

Mentoring is not new. Yet, most mentoring today is informal, with little or no accountability.

Structured Mentoring offers organisations an effective and cost-efficient mean of people development. It is a deliberate transfer of existing experience, mindset, skills and knowledge within the organisation linked to organisational goals. If successfully implemented, it leads to the strengthening of learning and people values in an organisation's culture. Many world-class organisations like Intel, Microsoft and Standard Chartered Bank have established mentoring schemes and credited mentoring as a major reason for improved people performance.

Yet setting up a mentoring process in an organisation requires a systematic approach that includes the determination of outcomes, resources, procedures, training and tracking of results.

## PROJECT OBJECTIVES

At the end of the project, the client will be able to:

- Promote the benefits of a Structured Mentoring Program
- Identify the elements of a Structured Mentoring Process
- Design and initiate a Structured Mentoring Program
- Manage and assess a Structured Mentoring Program
- Handle potential implementation challenges of the program
- Understand the relationship between mentor and mentee

## OUR APPROACH

Our approach includes but not limited to:

- In-depth treatment with specifics and procedures for the process
- On-hands. Unlike other consultants who propose and the client executes, our scope includes actual hand-holding to ensure that the project is successful.
- Continuing support (after the set-up)
- As part of the project, an operating manual will be created and given to the client for future implementation.

## PROJECT SCOPE

-Essentials of Mentoring

- Definition
- Benefits
- Mentoring versus Coaching
- Types of Mentoring
- Results of Mentoring

-The Structured Mentoring Process

- Establish and Design the Program
- Select & Screen Mentors and Mentees
- Match & Train Mentors and Mentees
- Monitor & Terminate the Program

-Real Life Case Study of Structured Mentoring Program

-Mentoring Relationship Cycle

- Build Relationship/Rapport
- Negotiate Agreement-Setting Direction
- Progression-Develop Mentee
- End Relationship-Winding Up & Moving On

-Etiquettes of Mentoring – Dos and Dents

-Introduction to Mentoring Competencies & Skills

-Implementation Challenges in Structured Mentoring

-Implementation Tools – in addition, participants will be given:

- Assessment of Organisational Readiness for Mentoring
- Checklists of tasks for each step of Formal Mentoring
- Sample Communications Templates
- Program Proposal & Budget guidelines
- Sample Mentor & Mentee Application Forms
- Sample Mentoring Agreement
- Developmental Goals template
- Developmental Plan template
- Midway Review template
- Final Review template
- Program Evaluation template
- Meeting Tool templates
- Sample Leadership Competency Domain
- Sample 12-month Formal Mentoring Cycle

## WHAT PAST CLIENTS SAY OF THE PROJECT

*"The consultant has given me a thorough understanding of the formal mentoring process. Particularly useful was the sharing of practice of the companies he knows and also the actual sample of memos and checklist. This helps speed up the process on our kick-off."*

*Far East Organization*

*"The consultant provides a very systematic and practical approach to developing a mentoring program, with case studies and detailed analyses."*

*SGS Hong Kong*

*This mentoring system has detailed information and useful templates. A systematic process.*

*Philips SSMC*