9 Steps to Create a
Mentoring Program

Review the questions. If your organization is doing it well, then pat yourself on the back. For any box that you do not check, think of it as an opportunity to create opportunities to grow your people!

Step 1: Determine Mentoring Program Goal

Is there a need to develop future organizational leaders? Will current key leaders be retiring within the next 5 years?

Will you be hiring or promoting first-time managers who need management development support?

Have you recently gone through a hiring frenzy and new hires need to be nurtured?

Are many of your valued employees leaving the company? Will a mentorship program help employee retention?

Step 2: Select a Sponsor

Committed executive-level employee.

Step 3: Create a Mentoring Committee

Type of relationship: one-to-one, flash mentoring, group mentoring, reverse mentoring

Ground rules: formal, informal

Duration

Mentor and mentee introduction procedure

Mentor and mentee meeting frequency

Company culture alignment

Formal application mentoring process

Specifics between mentors and mentees: discussion topics or questions, training courses and book recommendations

Step 4: Promote Mentor Program

Hang posters by the coffee machine, in the lunchroom, and by the time clocks.

Place flyers on everyone's desks.

Send company-wide emails.

Utilize your internet site and favorite apps, such as Slack and Teams.

Hold a kick-off meeting.

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Step 5: Match Mentors and Mentees

Level of experience? New hires, long tenure with the company, etc.

Future expectations? Transfer to a different department? Manage others within their current department?

Compatibility?

Step 6: Draft Best Practices and Mentoring Agreement

Determine if warranted based upon culture.

Step 7: Launch Program

Continue the excitement of the mentoring program.

Hold town hall kick-off meeting or Zoom call with mentors and mentees in attendance.

Sponsor speaks about the goal of mentoring program.

Sponsor introduces and thanks mentoring committee members for commitment to the program's success.

HR explains ground rules and program expectations.

HR discusses how tools, such as 15/5, are used for check-in points.

Announce provided mentorship and soft skills training courses to mentors and mentees.

Mentors and mentees only follow-up meetings may be in order, based upon mentoring program goals.
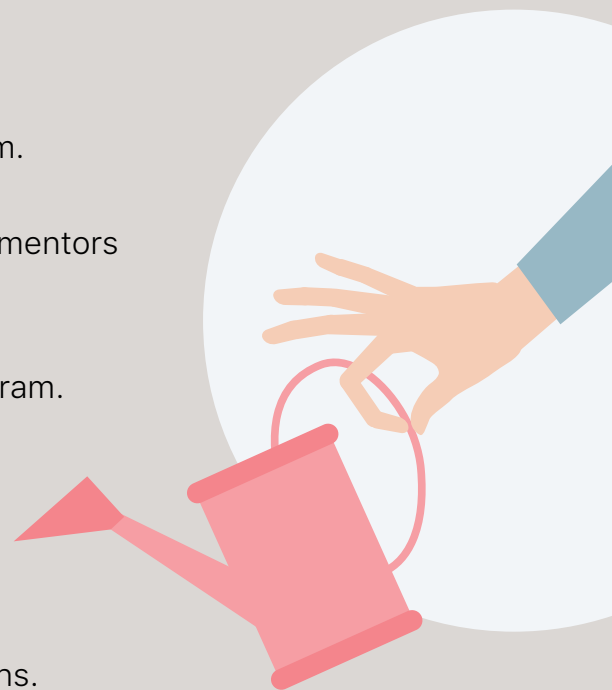
Step 8: Monitor Progress

Goals achieved?

Check in periodically.

Utilize 15/5, ADP, SurveyMonkey tools.

Review assessments and make modifications.

Step 9: Have Formal Wrap-Up

Hold a recognition event.

Send out a feedback survey.

Studies show that **79% of millennials believe mentorship is critical** to their professional career success.

By 2025, 75% of the workforce will be millennials.

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