

Track Training Tips No. 14.

Top 10 Tips to Setting Up and Maintaining a Mentoring system.

A growing area of interest at the present time is in the use of Mentoring schemes to assist with Organisational Development. It is important that such programmes are not seen as a panacea for all issues, and, rather like a Personal Development Review programme, there are many ways in which they may fail if due care is not given to the Planning and Preparation stages.

So, our top ten 10 tips to get you started.

1. Be very clear as to the **Purpose** of your programme
2. Be very clear as to what you want the Mentor to do (**Role**)
3. Clarify the **Benefits** for organisation, Mentor and participant
4. Clarify the **selection criteria** for both Mentor and participant
5. **Match** mentor with participant with great care
6. **Clarify the Roles** of Mentor, Participant, Line Manager and Scheme Co-ordinator
7. **Provide training** for all those involved
8. **Understand and clarify** the key phases of the mentoring relationship (Start, Middle, End)
9. Be aware of **likely issues and possible solutions** in planning and maintaining the scheme in your particular organisation
10. Determine criteria for **scheme evaluation**

Good Luck and Happy Mentoring!

Best regards

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