

# TOP 10 TIPS

## FOR RUNNING A **SUCCESSFUL** MENTORING PROGRAM

01

### **ENSURE YOU HAVE MANAGEMENT BUY-IN**

Ask a senior member of staff and/or divisional heads to promote the program in company-wide emails or announcements.

02

### **FOCUS ON WHAT SUCCESS LOOKS LIKE**

Define program objectives before the start of the program. Integrate goal-setting into the Mentorloop recruitment form so you can measure against initial goals and gauge the success of the program.

03

### **SET EXPECTATIONS EARLY**

Inspire mentees to be proactive; they have the most to gain from the experience. Get employees in the habit of using Mentorloop, so that you can accurately track activity and engagement.

04

### **GET PEOPLE EXCITED!**

Bring awareness to the program launch date with an event. Even a small event ensures mentorship is top-of-mind for employees and management, resulting in better engagement & better outcomes.

05

### **ACTIVELY ENGAGE PARTICIPANTS**

Set tasks in Mentorloop so mentees remember to introduce themselves and schedule their first meetings. Share checklists to coach them through the process - and show them what good mentoring looks like.

06

### **LEVERAGE RESOURCES & CONTENT**

Utilise the resources - including checklists - that we have handcrafted for you. [Visit our resource hub](#) to check out some of the content, which you can share with your program participants.

07

### **MONITOR & MANAGE**

Use Mentorloop to identify participants who have not yet communicated or are lacking engagement, and find out why. Leverage pulse surveys and program reports to receive goal-setting and satisfaction updates.

08

### **DON'T FORCE IT**

Life happens. If the situation of a mentor or mentee changes (available time, personal issues etc.), feel free to remove them from the program and re-match the other user.

09

### **DRIP FEED ENGAGEMENT**

Enable our automated content tracks, which allow supporting materials and content to be sent to mentees. After the first month, send a check-in email and 'thanks for partaking' note.

10

### **USE US! WE'RE HERE TO HELP**

We are here to be your mentoring software provider and mentoring consultants. Feel free to [reach out to us](#) about anything mentoring related, including how-to's, must-do's, and don't do's.