



# 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.