MENTOR
CONSULTING GROUP

CORPORATE ENGAGEMENT AND COMMITMENT TO A MENTORING PROGRAM

1. Obtain top management endorsement for the program. This means supporting employee involvement, sending a letter or an e-mail to all employees at the very beginning of the program encouraging them to sign up, and providing positive recognition for employees who are mentors. Many CEOs are mentors themselves.

2) Get top management involved. Promote the program by volunteering themselves, speaking to employees about the initiative, advertising it internally and stating why the company is involved. This could be a regular feature of the company newsletter or other communication vehicles both internally and externally

3) Identify a company liaison. One employee typically from Human Resources or Community Relations assumes internal responsibility for the program. This person must be a positive role model for peers within the company, is highly motivated, enthusiastic, well respected and willing to go the "extra mile." The position is voluntary.

4) Secure release time from supervisors for those employees who will become mentors. Mentors are asked to sign up for at least one year.

5) Prepare an application for each potential mentor to complete. Prior to recruiting employees, get formal approval from the company's legal counsel for a mentor application and process form. It will ask for information about the mentor's hobbies and interests. Background information includes former places of employment, a list of personal references and a disclaimer. Included is the mentor's willingness to undergo a criminal background check unless the company has already performed one recently on the employee.

6) Recruit mentors from the company through fax, e-mail, memorandum, newsletter or posters. Employees are invited to attend an awareness session at the workplace. An application is completed at the meeting.

7) Screening Corporation conducts the appropriate screening. Checks are not only handled by the program but also decisions about acceptance or rejection become the responsibility of the mentoring program. Business pays for the cost of the checks.

8) Training session for new mentors takes place at the workplace. Company provides location, food and technical equipment. Company liaison takes the lead with Committee..

9) Company liaison monitors the employee matches and follows through on any mentors that are not meeting regularly. Liaison holds a voluntary brown bag lunch at the work site on a regular basis to touch base with employees and offer ongoing support. Liaison keeps a complete data base on every employee mentor. Program conducts annual impact studies to determine outcomes.

10) Recognize mentors at the company during January, National Mentoring Month or at the end of the year.

Dr. Susan G. Weinberger, President, Mentor Consulting Group DrMentor@aol.com