



## 7 ways to keep your mentoring programme running effectively

1

### Designated Mentoring Coordinator

They should be allowed time in their workload specifically for running the programme. If they are overloaded, the mentoring programme may be the first thing they drop

2

### Plan the Programme up-front

Publish key events at the beginning so that people can get them in their diaries. These will include training/briefing dates, supervision sessions, evaluation events and/or focus groups

3

### Keep in touch with participants

Keep in touch throughout, and not just at the beginning and at the end when you ask the participants for feedback! You should be in touch with everyone within the first 6 weeks with a soft-touch check-in

4

### Available mentoring resources

Consider having mentoring resources on your intranet for mentors and mentees to dip into as and when they need them. For example, simple exercises to assess what success means to the mentee

5

### Mid-point supervision session

Have at least one or two sessions to support mentors and mentees in refreshing their knowledge on the purpose and processes of mentoring, and up-skilling with new models and techniques

6

### Save feedback for evaluation

Collect and save anything you hear about the programme as you go along to feed into your evaluation. Certainly listen for anything that needs some improvement. Maybe integrate this into your ongoing programme if appropriate, rather than waiting to the end

7

### Celebrate your programme

Always share findings with the whole organisation at the formal programme end. You might also ask some of the mentoring pairs if they would like to be case studies for any internal publications and websites