

# MENTORING FOR SUCCESS™



## *A Stepped Approach to Empowerment*

### **WHY MENTORING?**

Engaging in a mentoring relationship is critical to anyone planning on advancing in his or her career. Mentoring offers the most effective type of training and education, --a personalized, one-to-one approach to growing and grooming a workforce.

### **ON A LARGER SCALE...**

As organizations are being tasked to do more with less, the need to clone corporate knowledge becomes a strategic issue if they want to remain successful. Reduction in force and early retirements are creating a critical void in experienced employees. Some of the benefits to the organization are increased productivity, cost-effective training and succession planning.

### **MENTORING FOR SUCCESS™**

#### **A Developmental Process**

A facilitated mentoring program moves the mentoring relationship from the informal to the formal. It takes the key elements of solid relationship building and combines them with a strategically planned design for empowering employees.

The mentoring program includes a Mentor's Guide, Mentoree's Workbook and two

Mentoring For Success software reports for use during the developmental process, as well as on-going career enhancement.

#### **A Mentor's Guide**

A practical, easy-to-use guide helps the mentor empower employees by sharing organizational insight, political savvy and career guidance. Specific forms and dialogue questions assist mentors in guiding and counseling mentorees.

#### **A Mentoree's Workbook**

A step-by-step workbook assists the mentoree in developing a Career Development Plan and working through Career Enhancing Modules to enhance specific skill areas through a mentor.

#### **Mentoring for Success™ Software Reports**

The Mentoring For Success software program produces personalized computer reports based on an individual's behavioral style. The reports provide a vehicle for facilitating chemistry in the mentor-mentoree partnership.

### **INDIVIDUAL REPORTS ANALYZE:**

- General Characteristics
- Value to the Organization
- Checklist for Communicating
- Don'ts on Communication
- Ideal Environment
- Perceptions
- Natural and Adapted Style

- Adapted Style
- Keys to Motivating
- Keys to Managing
- Areas for Improvement
- Action Plan

### **CAREER ENHANCING MODULES**

There are eight Career Enhancing Modules designed to develop and expand selected skill areas including:

- Interpersonal Skills
- Communication Skills
- Technical Expertise
- Conflict Resolution
- Time Management
- Goal Setting Skills
- Preparation for Management
- Executive Development

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