Mentorship Program Guide

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Overview

NovaTech's mentorship program connects employees for professional development, knowledge sharing, and career guidance. This program supports our commitment to growing talent from within.

Program Types

1:1 Mentorship

Traditional mentoring relationship between experienced employee and mentee.

Duration: 6 months **Commitment:** 2 hours per month (minimum) **Format:** Virtual or in-person meetings

Group Mentoring

One mentor works with multiple mentees on shared topics.

Duration: 3 months **Commitment:** Monthly group sessions (1 hour) **Group Size:** 4-6 mentees

Peer Mentoring

Colleagues at similar levels supporting each other.

Duration: Ongoing **Commitment:** Flexible **Format:** Self-directed

Reverse Mentoring

Junior employees mentor senior leaders on specific topics (e.g., technology, emerging trends).

Duration: 3-6 months **Commitment:** Monthly sessions **Topics:** Technology, social media, new perspectives

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Eligibility

Mentors

Requirements: - 1+ year at NovaTech - Good performance standing - Manager endorsement - Capacity commitment

Ideal qualities: - Strong communication skills - Patience and empathy - Willingness to share knowledge - Growth mindset

Mentees

Requirements: - 3+ months at NovaTech - Clear development goals - Manager support - Time commitment

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Program Process

Step 1: Application

Mentees: 1. Complete mentee application in Workday 2. Identify development goals 3. Specify preferences (skills, background, style) 4. Get manager approval

Mentors: 1. Complete mentor application in Workday 2. Describe areas of expertise 3. Indicate availability 4. Complete mentor training

Step 2: Matching

L&D team matches based on: - Development goals alignment - Expertise match - Schedule compatibility - Diversity of perspectives - Personality fit (when possible)

Timeline: Matches announced within 2 weeks of application deadline

Step 3: Kickoff

Initial Meeting: 1. Introductions 2. Share backgrounds and goals 3. Establish expectations 4. Set meeting schedule 5. Agree on communication preferences

Step 4: Ongoing Relationship

Regular Meetings: - Minimum 2 hours per month - Prepared agendas - Action items between meetings - Progress tracking

Step 5: Conclusion

Program End: - Final reflection session - Program evaluation survey - Optional continuation - Celebration of growth

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Mentor Responsibilities

During the Program

- Attend training before starting
- Prepare for and attend all meetings
- Share knowledge and experience
- Provide honest, constructive feedback
- Maintain confidentiality
- Track mentee progress
- Communicate scheduling issues promptly

Meeting Guidance

Suggested meeting structure: 1. Check-in (5 min) 2. Review action items (10 min) 3. Deep dive on topic (30-40 min) 4. Set next actions (10 min) 5. Wrap-up (5 min)

Topics to Cover

- Career path exploration
- Skill development
- Organizational navigation
- Work challenges
- Goal setting

- Feedback and growth areas
- Network building

Mentee Responsibilities

During the Program

- Come prepared with topics/questions
- Be open to feedback
- Complete action items
- Drive the relationship
- Maintain confidentiality
- Communicate openly
- Track your own progress

Getting the Most from Mentorship

Do: - Be specific about what you want to learn - Take notes during meetings - Follow through on commitments - Seek feedback actively - Be honest about challenges

Don't: - Expect mentor to solve your problems - Cancel meetings without notice - Wait for mentor to drive everything - Be afraid to disagree respectfully

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Topics & Discussion Ideas

Career Development

- What career paths are available?
- How do I get promoted?
- What skills should I develop?
- How do I find stretch opportunities?
- What was your career journey?

Skills Development

- How do I improve at [specific skill]?
- What resources do you recommend?
- Can we practice [presentation, feedback, etc.]?
- How do I get better at [technical area]?

Navigating the Organization

- How do decisions get made?
- Who should I know?
- How do I increase visibility?
- What's the company culture really like?

Work Challenges

- I'm struggling with [specific situation]
- How do I handle [difficult scenario]?
- What would you do in my situation?
- How can I improve my relationship with [stakeholder]?

Personal Growth

- How do you handle work-life balance?
- How do you stay motivated?
- How do you manage stress?
- What habits have helped you succeed?

Confidentiality

What's Confidential

- Mentee's career concerns
- Performance discussions
- Personal challenges
- Feedback shared between mentor/mentee
- Opinions about colleagues

What's NOT Confidential

- Illegal activities
- Harassment or discrimination
- Safety concerns
- Ethics violations

These must be reported to HR or through proper channels.

Support & Resources

For Mentors

- Mentor training (required, 2 hours)
- Monthly mentor community calls
- Resource library in Confluence
- 1:1 coaching from L&D (on request)
- Slack: #mentors

For Mentees

- Mentee orientation (30 min video)
- Goal-setting templates
- Discussion guides
- Career development resources
- Slack: #mentees

For Both

- Program manager: mentorship@novatech.com
- Office hours: Wednesdays 2-3 PM PT
- FAQ document in Confluence
- Feedback form: Always available

Recognition

For Mentors

- Recognition in all-hands
- Mentorship noted in performance reviews
- Mentor appreciation events
- Certificate of completion

For Mentees

- Growth acknowledged in reviews
- Program completion certificate
- Network expansion
- Skills development

Program Cohorts

2024 Schedule

Cohort	Application Deadline	Program Start	Program End
Spring	Feb 15	March 1	August 31
Fall	Aug 15	September 1	February 28

Application Process

1. Applications open 4 weeks before deadline
2. Review period: 2 weeks
3. Matching notification: 1 week before start
4. Kickoff session: Program start date

Measuring Success

Program Metrics

- Mentor/mentee satisfaction
- Goal achievement rate
- Program completion rate
- Promotion rate of mentees
- Mentor retention

Individual Success Indicators

Mentee: - Progress on development goals - Increased confidence - Expanded network - New skills or knowledge - Career clarity

Mentor: - Leadership skill development - Fresh perspectives gained - Satisfaction from helping others - Network expansion

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FAQs

Q: Can I have more than one mentor? A: Focus on one formal mentor at a time. Informal mentors are encouraged.

Q: What if the match isn't working? A: Contact mentorship@novatech.com. We can facilitate a conversation or rematch.

Q: Can my mentor be my manager? A: No. Mentors should be outside your reporting line for objectivity.

Q: Is participation required? A: No, it's voluntary. But it's highly encouraged for development.

Q: How much time does this take? A: Minimum 2 hours per month, plus preparation time.

Q: Can I be a mentor and mentee? A: Yes! Many people do both.

Contact

- **Program Manager:** Maria Santos
- **Email:** mentorship@novatech.com
- **Slack:** #mentorship-program
- **Office Hours:** Wednesdays 2-3 PM PT

Related Documents: Performance Review Process (HR-DEV-005), Career Framework (HR-DEV-020), Learning & Development Policy (HR-DEV-001)