**Setting up a Mentoring Scheme**

Tips and considerations for HR and L&D professionals when exploring setting up an internal mentoring scheme.

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| * Be clear about why you are offering mentoring and what it is aiming to achieve |
| * Define what mentoring is and therefore what it is not |
| * Ensure mentoring is seen across the business as a development tool to help people be their best and reach their potential |
| * Get support from senior managers and key stakeholders |
| * Consider resources required to set up and **maintain** the mentoring scheme |
| * Consider developing your talent and rising stars by encouraging them to be mentors – as well as offering them senior mentors |
| * If you decide to select or recruit mentors be clear about what you are looking for and how you will deal with those who are not selected or do not make the grade |
| * Consider reverse mentoring partnerships where a senior manager is mentored by a junior employee with a specific expertise e.g. social media |
| * Train mentors and mentees how to give and get the best from mentoring |
| * Give guidance on how often to meet, duration of meetings and length of mentoring partnership |
| * Be clear about the types of issues that fall outside the boundary of mentoring and the other interventions available in such situations |
| * Ensure mentors and mentees know who to talk to or where to get support when they hit a problem |
| * Check in with mentoring partnerships but let them be managed and owned by the mentor and mentee |
| * Evaluate mentoring and the benefits to mentor, mentee and to the business and share the results |