

# Mentoring Toolkit

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# What is mentoring?

**Mentoring** is defined as a significant, long-term beneficial effect on the life or style of another person, generally as a result of personal one-on-one contact. A mentor is one who offers knowledge, insight, perspective, or wisdom that is especially useful to the other person.



## PURPOSE:

- Increase or maintain a high retention rate of employees.
- Transfer knowledge and skills from mentors to mentees.
- Meet the organization and employee's expectations for a successful employment relationship.

## GOALS:

- To provide a framework for mentoring employees.
- Increase or maintain retention rate of employees.
- Develop highly motivated, aligned employee base with emphasis on teamwork and professionalism.
- Create a more engaged workforce committed to Commonwealth goals.

# How to Set Up a Mentoring Program

- Define the purpose of the program
  - To increase retention
  - Improve knowledge transfer
  - Assimilate new employees with high potential to tenured mentors
- Each agency/institution will need to define the establishment of the program tailored to their business needs
- Establish a program owner, someone that establishes the basic ground rules for the mentoring program, timeline, pairing of the mentors/mentees, training for the mentors and evaluation of each mentoring program cycle.
- Sample Timeline:



# Resources

- [Mentorship Program Design Certification](#)
- [How to Get Started Article](#)
- [Library of White Papers on Mentoring](#)
- [NoVA SHRM Mentoring Guidebook](#)
- Agencies/Institutions with Mentoring Programs:
  - University of Mary Washington
  - Department of Medical Assistance Services (DMAS)
  - Department of Environmental Quality
  - Department of Behavioral Health & Developmental Services