**Worksheet for Planning a Mentoring Program**

**Designed for use in Mentoring I Workshop (Based on *The Next Generation: A Handbook for Mentoring Future Union Leaders)***

Type of Mentoring Program: Local #

Goals and Objectives

* Provide a formal mentoring program for apprentices
* Target specifically women and people of color to improve retention of apprentices
* Educate mentors and mentees about:
* Hazing, harassment, bullying, and the union’s standards and policies regarding such
* Mentoring roles and responsibilities
* Provide guidelines and content for mentors and mentees to establish a working relationship
* Define active listening and provide examples of effective feedback
* Establish coordinator(s) for the mentoring program to form an accessible pathway/protocol
* Intergenerational communication, barriers and tips for relating to people with different backgrounds

Level of Formalization

* Minimum frequency?
* Timeline?
* Coordinated mentee assignments/activities
* Directly assign mentees to mentors?

Length of Program

* Indeterminate?

Time Commitment Expected from parties

* Recommended contact once a quarter at minimum for in person or by phone/text/email

What can the Union do to free up some time so that the mentors and mentees may integrate mentoring into their work schedules?

* Work with contractors in allowing mentors/mentees some time off (with reward) for participating in mentoring program

Where and how often will meetings take place?

* Quarterly at minimum, location TBA (at training center?)

Program Coordinator

How will participants be recruited?

* Use apprentice survey on mentors already in practice
* Union and training center to put out notices regarding need for mentors

What is the plan to reach out to women and people of color?

* Let them know when they get into the apprenticeship that a mentoring program exists
* Use the Minority and Women’s Committee as a platform for marketing mentoring program

Process of identifying the needs of the mentees

* Mentee questionnaire regarding their existing skillset and identifying areas for improvement

How will mentors be chosen and, what are the criteria? Will they be internal or external?

* Internal, hand selected (identified as effective mentor)

What is the procedure for matching Mentors with Mentees?

* Have a ‘meet and greet’ orientation on a yearly (or six month) basis with activities for both parties to establish contact, interview, and identify good matches
* Possibly classify mentors abilities into ‘skills/professional/health & family’ for mentees to help select

which mentors would best help them with their goals

* If mentees enter the mentoring program in between meeting sessions, mentees will be assigned by coordinator to an available mentor

What will a Mentor/Mentees Orientation consist of?

* Mentors to receive one day of training before mentee/mentor orientation
* Mentee/mentor orientation ‘meet and greet/mentor selection’ to consist of approximately two hours

What type of training and Education will be offered to Mentors and Mentees?

* Intensive at onset, with maintenance education/organized meetings and activities
* Sista in the Brotherhood
* Skills workshops

Describe the program evaluation process

* Suggest a yearly review with both mentors and mentees to provide feedback for the program

Additional thoughts, comments