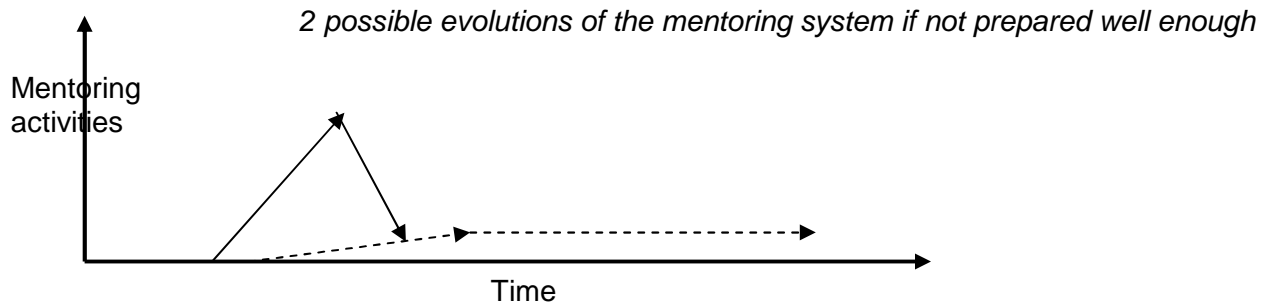


# Is your organization ready for starting a mentoring system?

## 1 Introduction

All experiences show that if there is not a precise analysis before, the mentoring system will either **start quickly after the launching then... fades away** or **developed very little**.....



Then we need to review the organization the situation before.

## 2 Questions on overall readiness of the company to develop a mentoring system

### 2.1 Company culture

2.1.1 Can you describe what the company culture is? What is the managers' culture?

*Reminder, Culture = what most of people say, think (value), do (way to manage, relations among people,...) in a specific organization.*

2.1.2 Do you have a specific process on how to prepare, implement, follow up, communicate, reward any kinds of projects?

## 2.2 Company goals and challenges

2.2.1 What are the present main goals and challenges for the company?

2.2.2 How can we align these goals to the mentoring project?

2.2.3 Do you have specific projects where mentoring or “on the job training” can be a tool to succeed?

## 2.3 Recruitment and development

2.3.1 How do you recruit or promote your staff? Is learning or training capacity a criterion?

2.3.2 How do you assess the staff ?

## 2.4 Training and development

- 2.4.1 Are people generally interested and motivated by training? *Happy to go for training or see it is taking too much time with not enough effects,...?*
- 2.4.2 What is the vision of learning in the company /organization? *The trainer speaks/demonstrates and the trainee listen/practice or "learner centered approach"?*
- 2.4.3 What approaches do you use to train staff? *Training (in house or public), chat, coaching, team building outdoor, distance learning, videoconference, web conference,..*
- 2.4.4 Do you have a target of hours of training per person per year?
- 2.4.5 Have you developed projects on Learning Organization, Knowledge management ? *If yes, how was it and how successful was it?*
- 2.4.6 When you implemented new HR methods, tools (KPI, Competency system, people review,..), what have been the conditions of success for implementation? Difficulties and success criteria?

## 2.5 Communication

2.5.1 How is the overall communication and relations between the people in the company? Formal or tend to be informal?

2.5.2 Do you make a regular satisfaction survey?

2.5.3 How do you communicate information within the company? *Newsletter, meetings, intranet, seminar, team building...*

2.5.4 How do you reward the personnel for various activities? *For example new projects, problem solving groups, quality circles, specific assignment? Salary, bonus, money, trips, seminar, special training,..*

## 3 **Questions on your vision on mentoring**

### 3.1 Purpose

3.1.1 Why do you think mentoring is adding value to the company? What should be the target group?

3.1.2 What is the definition mentoring for the company? Is it traditional transfer of the experience from older to younger?

3.1.3 How are you going to assess that Mentoring is successful? *For example: retention rates, quality of projects, speed of projects, participations to new projects, identification of new talents, new management tools implemented,..*

3.1.4 In the site, do you see an organization that could be more opened to mentoring? *It could be based on the following criteria: Many learning and development, innovative projects, staff willing to learn, good relations among the people, existing informal mentoring, future important project, learning method focusing on learner, strong leadership, time.*

### 3.2 People involved

3.2.1 Who knows about mentoring in the company?

3.2.2 Who could be the key people to implement the system? *Administrator, champion, coach for mentors, communicator, decision maker, evaluator, facilitator, leader, manager, trainer of mentors/mentees*