

# PEER MENTORING TOOLKIT

TRADEMAX COMMUNICATIONS



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## **Peer Mentor**

A peer mentor is "A trusted counselor or guide. Normally a senior person to the associate. A mentor is a counselor, coach, motivator, and role model. A mentor is a person who has a sincere desire to enhance the success of others. A person who volunteers time to help another associate."

- Air National Guard USA

## **Mentee**

A person who is advised, trained, or counseled by a mentor.

## **Objectives of the mentor program**

1. Improve the onboarding process and employees retention rate of Trademax Communication.
2. Assist Trademax with knowledge transfer and prepare junior employees to become managers.
3. Improve motivation and careers of both mentors and mentee.
4. Improve career achievement of both mentors and mentee.
5. Connect employees with each other and foster a collaborative culture.
6. Help students develop confidence in communicating with managers on a formal and personal level.

## **Benefits to the Mentor**

There are multiple benefits for a corporate mentoring program. This program will enable you teach back the knowledge you have gained in your professional career to a younger or less experienced audience. Becoming a mentor can help increase your confidence and provide benefits for the company at large.

## **Benefits to the Mentee**

Mentees benefit greatly from learning all they can from the mentors on-the-job experiences. Such knowledge will otherwise take them years to acquire. Mentees can have a broader sense of how their career will shape out through acquiring a mentor. They will have someone to rely on for honest and open feedback. In addition specific competencies, mentor program also helps employees develop leadership skills and confidence.

## **Communication tools:**

Communication is a two-way street. In the mentoring environment, communication can take many forms. It is important to define the means of communicating at the first meeting. It is recommended that the mentor contact the mentee via email within their first week. Introduce yourself and provide some basic information about yourself, your educational background or current position, etc. Answer any immediate questions the mentee may have about the job and give them a few tips to get them started. For the first face-to-face meeting, find a location that is comfortable but quiet like the lunchroom or a conference room.

A meeting in a coffee shop is a great way to break the ice but make sure the mentee enjoys coffee. Let the mentee suggest the times that work best for them and make the necessary adjustments to match their schedule. Make sure to exchange phone numbers and email addresses. Here are a few questions to get you started:

## **Prompt Questions for Mentee**

What is the meaning of your name?

What is your educational background?

Where did you work before now?

How did your first day go?

How do you feel about your new position?

Do you have any concerns so far?

What projects are you working on?

Have you made any friends within or outside your team yet?

## **Prompt Questions for Mentor**

What is your background? How did you come to be a manager?

What is the favorite part of your job?

What is the most challenging part of your job?

What is your superpower? What unique skill set do you bring to the team?

**Note that the mentee may be shy to ask you personal questions so feel free to share as much as you can about yourself.**

## **Training Plan**

The training plan highlights the benefits of the peer mentor program for both the mentor and mentee. It also covers the engagement strategies for the employees' first week, first 30 days, first 60 days, first 90 days, and beyond.

### **First Week- Peer Mentor Match-up**

This will serve as the initial meeting of the mentoring group in a comfortable environment where program facilitators will introduce the mentors, mentees, to one another.

### **First 30 days- Lunch Date**

The mentor should invite the mentee out to lunch. Ask the mentee to choose a restaurant of their choice. Start the conversation with the progress on the job and discuss any difficulties the mentee may be experiencing on the job. Offer any suggestions for overcoming the challenges.



## **First 60 days- Office visits**

As the mentee begins to settle down into their new role, they will be looking at getting more insights into the company or gaining firsthand career experience. Therefore, mentors could schedule the mentee for some office visits so they see how he/she carries out their job.

## **First 90 days- Events**

At this point you should have developed a close relationship with your mentor/mentee. Meeting outside work to attend a corporate networking event or meeting can be beneficial. You can also plan something less formal like attend a baseball game together.

## **Beyond 90 days- Happily Ever After**

Peer mentoring is an on-going program. You should continue to meet with your your mentor/-mentee. Hopefully, this will be a start of a beautiful working relationship!

## **Mentoring Commitment**

I will contribute to the success of the Trademax Communications Peer Mentoring Program by making myself available for every opportunity to meet with my mentor/mentee and providing prompt and accurate feedback to the mentoring program as required.

SIGNATURE: \_\_\_\_\_

NAME(Mentor): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME(Mentee): \_\_\_\_\_