

BUILDING CREATIVE BRIDGES

paulsignorelli & associates

ps

Staff Training

Mentoring

Volunteering  
& Docents

Writing

### Best Practices: Creating and Managing Mentoring Programs

1. **Clearly define** all aspects of the program and prepare documentation:
  - Program packet which includes
    - Fact sheet which
      - States purpose, duration, and size of program, and
      - Connects program goals to organizational goals
    - Descriptions of what is expected from mentors and those they mentor (protégés); these can be signed by program participants and serve as contracts
    - Separate application sheets for mentors and protégés
    - List of resources (print and online) for mentors and protégés
  - Recruitment plan to attract qualified mentors and appropriate protégés
  - Screening, interviewing, and placement procedures for mentors and protégés
  - Orientation session for mentors and protégés who have been matched
  - Conflict resolution procedures
  - Plans for suggested discussion topics to be used by mentors and protégés during the time the program is in operation
  - Plans for any group meetings to be held for mentors and protégés during the time the program is in operation
  - Plans for final group event to mark protégés' completion of the program
2. **Talk with colleagues** within your organization and within other organizations to make sure you are on the right track at every stage of developing and managing your program. There are lots of great ideas out there, and colleagues are generally willing to share them.
3. **Encourage mentors and protégés** to be active participants in shaping and modifying the program so it continues to meet their needs and the needs of the organization it serves (examples: creating a wiki, establishing a LinkedIn group, informal monthly meetings for mentors and/or protégés).
4. **Consider a project-based program** where each mentor-protégé pair works on a well defined project with specific, measurable, and achievable goals and objectives.
5. **Have a system in place** to be sure that mentor-protégé teams are working well for the duration of the project.

Phone:  
415.681.5224

E-mail:  
paul@paulsignorelli.com

Website:  
www.paulsignorelli.com

Sample Mentor Application Developed for ASTD Mt. Diablo Chapter

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**SECTION I**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Business/Affiliation: \_\_\_\_\_

**SECTION II**

**Mentoring Experience:  
(Maximum 200 words):**

**Any Special Skills You Would Bring to the Mentor Program (no more than four):**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

**Category (please check one):**

- Designing/Managing Training Programs
- Compliance Training
- E-learning
- Facilitating Training Sessions
- Innovations in Training
- Improving Management Skills/Overall Career Development
- Master Trainer Programs
- Technology in Training
- Other (please identify): \_\_\_\_\_

*Please return completed form, accompanied by your resume, to Paul Signorelli, 1032 Irving St., #514, San Francisco, CA 94122 or [paul@paulsignorelli.com](mailto:paul@paulsignorelli.com). All applications must be received by June 30, 2008. Although every attempt will be made to match applicants with those seeking mentors, the ASTD Mt. Diablo Chapter cannot guarantee that every applicant will be successfully matched.  
(Form updated 5/17/2008)*

Sample Protégé Application Developed for ASTD Mt. Diablo Chapter

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Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Business/Affiliation: \_\_\_\_\_

Member of (please check): ASTD (National) ASTD (Mt. Diablo Chapter)

Proposed Project You Want to Complete Through the Mentoring Program:  
(Maximum 200 words; please attach separate sheet, if needed):

Proposed Objectives: What You Want To Learn/Accomplish (no more than four):

1)

2)

3)

4)

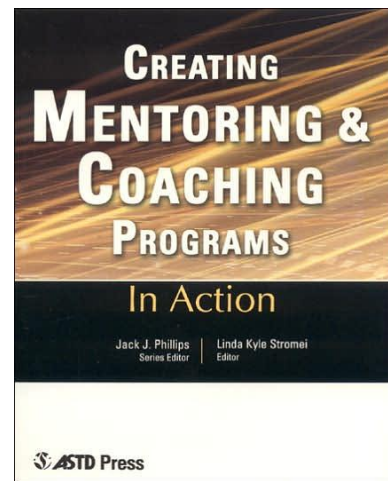
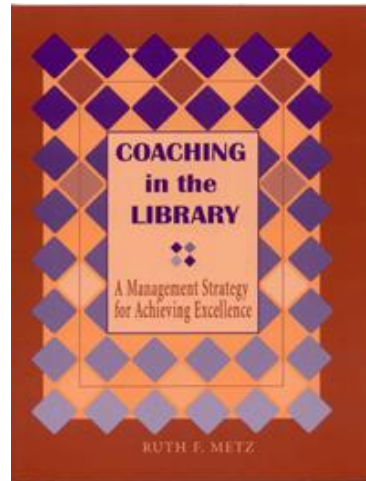
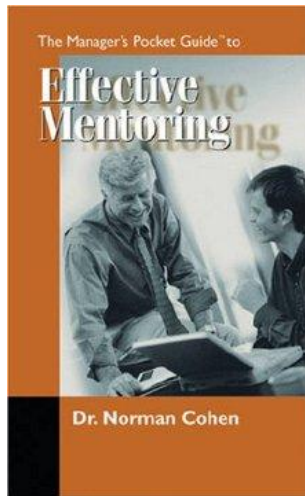
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(Form updated 5/22/2008)*

## Resources

### Books



### Online

ALA-Wide Mentoring & Recruitment Efforts,

[http://www.ala.org/ala/aboutala/offices/hrdr/abouthrdr/hrdrliaisoncomm/otld/ALA\\_Mentoring\\_and\\_Recruitment\\_Efforts.cfm](http://www.ala.org/ala/aboutala/offices/hrdr/abouthrdr/hrdrliaisoncomm/otld/ALA_Mentoring_and_Recruitment_Efforts.cfm)

Choosing a Mentor (*New York Times* article by Chris Dahl, July 25, 2004),

[http://www.mentorresources.com/Choosing\\_a\\_Mentor\\_Cast\\_a\\_Wide\\_Net.doc](http://www.mentorresources.com/Choosing_a_Mentor_Cast_a_Wide_Net.doc)

Great Mentor (*T+D* magazine article by Beth Carvin, January 2009),

[http://findarticles.com/p/articles/mi\\_m4467/is\\_200901/ai\\_n31425804/?tag=content;col1](http://findarticles.com/p/articles/mi_m4467/is_200901/ai_n31425804/?tag=content;col1)

Mentoring & Libraries: A Bibliography (Council on Library/Media Technicians, 2003, compiled by Rita Gibson), <http://colt.ucr.edu/bibmentoring.html>

Mentors and Mentoring (article with several useful links, from about.com),

<http://management.about.com/cs/people/a/mentoring.htm>

Southeastern Library Association Mentoring Program description,

<http://selaonline.org/membership/mentoring.htm>

What's Hot — Top Mentor Publications (from Peer Resources),

<http://www.mentors.ca/topmenbks.html>

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