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**TABLE 14.1 | Mentoring-Process Guide: Steps To Ensure Success**

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Directions: Before you engage in any mentoring process, be sure you can have a sentence or two that clarifies each part of the process and what you expect from each as it is implemented.

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- **Purpose and Objectives**  
What clear goals are we hoping to accomplish with our mentoring process?
  - **Selection of Participants**  
How do we select participants from all backgrounds, units, and parts of the organization so that every group is reflected? What are the overall criteria and under what circumstances should there be flexibility?
  - **Clarification of Roles/Expectations**  
What is expected of the mentor? List as many duties and responsibilities/ opportunities as possible. What is expected of the mentee? Make a similar list.
  - **Training**  
Who is doing the training? Who are the trainers? (Internal, external or a mix?) What are the advantages and disadvantages of each? Is training conducted one-on-one or in groups?
  - **Process/Mechanism**  
What are the different parts of the process? What are the measures for success? How much of the process is about upward mobility? How realistic is this? How much is about skill development and polish? Exposure? What is the length of the formal process?
  - **Follow-up**  
When the formal process is over, how does the organization keep tracking progress and results?
  - **Evaluation**  
What measures indicate success?
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