

# New! Your Workplace Mentoring Toolkit

From the Leaders in Mentoring!



## Strengthen your diverse talent base with our turnkey mentoring series *Connect. Focus. Grow.*

The leading national mentoring organization brings its expertise to workplaces nationwide. Backed by multiple corporate partnerships including Apple, AT&T, Taco Bell, and Nike, this training series supports young employees and interns, mentors and frontline managers in developing the skills they need to succeed!

- Provide youth/young professionals and frontline managers with skills and strategies to develop mentoring relationships that:
  - Increase social capital
  - Improve job readiness and “soft” skills
  - Mitigate barriers to employment
- Offer employee engagement opportunities to support positive youth development and relationship building
- Increase retention and promote growth in the workforce



**Why it matters** –Employers can sustain and support youth/young professionals and develop frontline managers with long-term retention in mind

## Professional development training & tools for frontline managers

- The training curriculum has been designed with input from frontline managers, mentors and youth
- Training is ideally facilitated in-person to maximize learning via interactive activities (2-3 hours). Alternatively, the training can be delivered online via a series of mini-courses (1-2 hours)
- Managers have access to an online portal containing additional professional development mini-courses (10-15 minutes each), activity guides and an online learning community with other frontline managers

**Why it matters** – Frontline managers are busy with limited access to professional development to help them troubleshoot retention barriers with less-experienced workers

“ I wish I would have known about this a few weeks ago. I just let a partner go and could have asked more questions.  
– Manager Participant

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# Your Workplace Mentoring Toolkit

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## Support, prepare and retain young professionals with mentoring and professional development

- The core training is ideally delivered in-person to maximize learning via interactive activities (3 hours)
- Youth/young professionals have access to an online portal containing additional professional development mini-courses (10-15 minutes each), activity guides and an online learning community with other youth workers (topics outlined below)
- Youth/Young professionals connected with trained workplace mentors can better access support in mitigating barriers to sustained employment



**Why it matters** –Young workers need support to navigate their entry into the workforce and employers have limited resources to provide this level of individualized support.



### Online portal mini-courses\*

- Conversation Starters
- Building Healthy Relationships
- Cultivating a Growth Mindset in the Workplace
- How to Check Our Assumptions and Strengthen Relationships
- Goal Setting with Youth Workers
- Making the Most of Your 1:1 Check-In
- Beyond the Job: Career Conversations
- Self-Advocacy: Helping Employees Drive Their Influence
- Using Personality Types to Build Awareness
- Leveraging the SWOT Analysis Framework for Growth

\* Additional courses can be developed upon request

“ I wish we were taught this early on. I feel badly as I could have done some things differently.  
– Manager Participant ”

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