**Step 1: Have a Strategic Purpose**

Complete the Goal Worksheet. Keep it simple and scale it to the size of your organization. Make it realistic. Get input and endorsement from your management.

<table>
<thead>
<tr>
<th>Build a Team</th>
<th>Hire for Diversity</th>
<th>Develop Future Management</th>
<th>Improve Employee Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Goal Here</td>
<td>List Goal</td>
<td>List Goal</td>
<td>List Goal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Develop New Responsibilities for Current Staff</th>
<th>Replace Retiring or Transitioning Employees</th>
<th>Improve Staff Social Skills</th>
<th>Build a Higher Level of Employee Engagement</th>
</tr>
</thead>
</table>

**Step 2: Choose Mentors**

Who do you want your employees to emulate? Job roles don’t matter. Base your choice on judgment, wisdom, behavior – someone who takes ownership of team and customer engagement.

**Step 3: Action Plan & Timeline**

Mentoring begins 45-60 days after hire and lasts no longer than a year. Establish supervisor’s role first (different from mentor).

Agree on organization’s objectives and include employee’s personal goals. Mentor & mentee meet 1 hour weekly.

Plan on quarterly meetings and progress reports.

**Supervision & Discovery**

Mentor and mentee sign their agreements and understand roles. Have them complete worksheets and goal setting.

**Quarterly Reports, Evaluate, Fine-Tune**

Evaluate progress toward organization’s goals & employee’s development. Tweak where needed.

**Measure Results**

Review employee’s growth and engagement. Make desired changes to the program for the next new hire.

**Step 4: Follow the Plan**

Stay consistent. Don’t let the program falter. Maintain reviews with both mentor and mentee. Remember the three stages of employee growth. Evaluate the program after one year and modify if needed.

**Focus on Self**

**Focus on Company**

**Focus on Customer**

How to be an Effective AV Mentor: Additional information: contact Kelly Perkins, kperkins@nsca.org