

AV MENTORING QUICK START GUIDE

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.

Build a Team	Hire for Diversity	Develop Future Management	Improve Employee Retention
Develop New Responsibilities for Current Staff	Replace Retiring or Transitioning Employees	Improve Staff Social Skills	Build a Higher Level of Employee Engagement
Your Goal Here	List Goal	List Goal	List Goal

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.



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

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