

Design Document

<i>Business Purpose</i>	This training is designed for employees who have been asked to serve as mentors for new employees in their departments. Mentors will provide professional support, advice, and encouragement, which, if conducted effectively, will result in new employees integrating into the culture and routines of the company more quickly and with less frustration and confusion. Mentees will develop professional skills from an experienced mentor, and create a diverse and inclusive professional network. The overall result for the company should be greater employee retention.
<i>Target Audience</i>	Department leaders and chosen mentees
<i>Training Time</i>	1 hour
<i>Training Recommendation</i>	VILT—allows department chairs and mentors to participate from various locations
<i>Deliverables</i>	Facilitator's guide w/ producer notes, PowerPoint slide deck, participants' guide (downloadable PDF files)
<i>Learning Objectives</i>	<ol style="list-style-type: none">1. Identify the responsibilities of an employee mentor2. Describe the components of a functional relationship between mentor and mentee3. Develop both formal and informal weekly check-in procedures
<i>Training Outline</i>	<ol style="list-style-type: none">1. Welcome and Introduction2. Kahoot3. Role and Responsibilities of the Mentor: What are they not?4. Functional vs Dysfunctional Work Relationships5. Breakout Rooms6. Formal vs Informal Check-Ins: Why do we need both?7. Communication from Mentor to Department Chair: What happens when the mentor needs help?8. Overview of Mentor resources9. Scenarios: How would you handle this?10. Q&A
<i>Evaluation Plan</i>	Google survey will be sent to all participants to complete at the end of the training. Department chairs will be encouraged to conduct similar follow-up surveys with mentors at regular intervals throughout the year.