

1. Record Nr.	UNINA9910830851603321
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Titolo	Designing workplace mentoring programs : an evidence-based approach / / Tammy D. Allen, Lisa M. Finkelstein, and Mark L. Poteet
Pubbl/distr/stampa	Chichester, West Sussex, England ; ; Malden, Massachusetts : , : Wiley-Blackwell, , 2009 ©2009
ISBN	1-282-13934-7 9786612139345 1-4443-5737-9 1-4443-1032-1 1-4443-1031-3
Descrizione fisica	1 online resource (277 p.)
Collana	Talent Management Essentials
Disciplina	658.3/124 658.3124
Soggetti	Mentoring in business
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Cover; series1; series2; Title page; Copyright; Dedication; Series Editor's Preface; Preface; Features of This Book; Chapter 1: Introduction; Defining Mentoring; Why Do Mentoring?; Goal of This Book; Organization of the Book; Chapter 2: Planning and Providing Infrastructure; Needs Assessment; Organizational Support for the Program; Setting Program Objectives; Integration with Other HR Systems and Processes; Program Administration; Chapter 3: Participant Recruitment and Selection; General Participation Guidelines; Protege Selection; Mentor Recruitment; Mentor Selection Chapter 4: Matching Mentors and Proteges Overview of Approaches to the Match Process; Input into Matching; Matching Characteristics; Specific Suggestions; Chapter 5: Training; The Case for Training and Supporting Research Evidence; Developing Training Objectives; Potential Training Topics; Training Delivery; Post-Training Support and Evaluation; Chapter 6: Mentoring Structure and Processes; Confidentiality Standards; Stating, Sharing, and Negotiating

Expectations for the Relationship; Meeting Frequency and Mode of Contact; Relationship Duration; Guiding Protege Career Development
Planned Activities
Chapter 7: Monitoring and Program Evaluation; Monitoring; Program Evaluation; What to Measure; How to Measure; Whom to Measure; Timing of the Evaluation; Evaluation Design; Afterword; Appendix A: Formal Mentoring Program Scope and Planning Form; Appendix B: Formal Mentoring Program Needs Assessment Possible Interview/Focus Group Questions; Organizational Assessment; Design Assessment; Resource Assessment; Appendix C: Mentor Readiness Assessment; Part I: Ability; Part II: Commitment and Willingness; Appendix D: Protege Screening Form; Appendix E: Mentor Profile Form
Appendix F: Protege Profile Form
Appendix G: Sample Training Outline; Appendix H: Sample Training Schedule; Mentor Training; Protege Training; Appendix I: Sample Training Activity; Activity: Receiving Constructive Feedback; Activity: Resolving Difficult Situations; Resolving Difficult Situations; Objective 1: Develop Robin's industry and organizational knowledge; Objective 2: Broaden Robin's network; Objective 3: Improve Robin's public speaking skills; OVERALL COMMENTS; Resolving Difficult Situations; Appendix J: Sample Wrap-up Activity; Purpose; Instructor Actions
Appendix K: Guidelines for Facilitating a Mentoring Agreement
Sample Completed Form; Appendix L: Career Planning Form; Sample Career Planning Form; Appendix M: Mentoring Action Plan; GUIDELINES FOR COMPLETING THE MENTORING ACTION PLAN; Mentoring Action Plan; Appendix N: Sample Reaction Form; Mentoring Relationship Reaction Form
Protege Form; Comments; Goal Attainment; Improvement Plans; Appendix O: Sample Evaluation Plan; Global Sales Mentoring Program; Notes; 1 Introduction; 2 Planning and Providing Infrastructure; 3 Participant Recruitment and Selection; 4 Matching Mentors and Proteges
5 Training

Sommario/riassunto

This book presents an evidence-based best practice approach to the design, development, and operation of formal mentoring programs within organizations. The book includes practical tools and resources that organizations can use, such as training exercises, sample employee development plans, and mentoring contracts. Case studies from organizations with successful mentoring programs help illustrate various principles and best practice strategies suggested in the book. A start-to-finish guide that can be used by management, employee development professionals, and formal mentoring program administ
