

# Guidance Significantly Improves Mentoring Relationships And Outcomes

## Mentoring and Coaching Solutions

### Mentoring Keys to Success

- Create Goals and Workflow Plans
- Provide access to helpful resources
- Establish checkpoints and progress reporting
- Have a formal process that brings closure

### Government Clients

#### Current Clients

- Department of Veterans Affairs
- Department of Transportation
- USDA
- National Park Service

### New Business Inquiries

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GSA Schedule: GS-35F-0590N

Looking to get the most from your mentoring program? Productive mentoring doesn't just happen. It takes real work throughout the program to keep it on track and maximize results.

It is also where mentoring can get stuck. Left to themselves, many mentorships will take off and thrive. But some may not. Why? Because typically, mentoring is not part of one's daily routine. Without direction and a plan, mentoring relationships are vulnerable to losing focus and momentum. That is why providing some structure and guidance throughout the mentorship is vital to a successful mentoring program.

One best practice is to ensure all mentorships have goals and action plans. This serves two purposes. First, it brings focus at the onset, which helps a mentorship get off to a good start. Second, it adds accountability to accomplish something.

Provide all mentoring relationships with timely and relevant "help resources" (topical content, mentoring best practices, etc.) throughout the mentorship. Chunk-sized content delivered at key points is ideal.

As a mentoring connection progresses, establish checkpoints where mentorships report on their

progress. Even if your organization doesn't choose to formally track the details, just the act of reporting progress helps mentors and mentees stay productive.

Now that your participants are enrolled, trained, and matched, the real action begins!

Lastly, have a formal process that brings closure to the mentoring experience. Within this process, provide an opportunity for both the mentor and mentee to reflect upon what was learned, discuss next steps for the mentee, and provide feedback on the benefits of the program and process.

Coley's experts and Chronus' software makes guiding, or "facilitating," your program's mentoring connections very easy and enables your participants to be highly productive.

**Call us today to get the most from your mentoring program.**

**GSA** Contract Holder

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### About Coley

Coley is an award-winning, Service Disabled Veteran-Owned Small-Business (SDVOSB) focused on developing innovative learning and performance solutions for the Government workforce. Learn more at [www.coleygts.com](http://www.coleygts.com)

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