

Mentoring Resource Kit



Mentoring Resource Kit®

What are 4 to 9 months of staff time worth to you? This Mentoring Resource Kit® can save you hundreds of hours and thousands of dollars!

The Mentoring Resource Kit® will enable you to put a proven mentoring process to work in your organization and get results. MMHA initiated the Facilitated Mentoring Model and Processes® in 1971 and has continuously researched best practices and lessons learned.

Mentoring is about passing on experience and skills to save time, redundancy, and costs. The Mentoring Resource Kit® passes on the critical tools for establishing highly effective mentoring relationships. Use these innovative materials to implement the proven MMHA Facilitated Mentoring Model and Processes® for your organization.

Pages and pages of guidelines, worksheets, job aids, checklists, and tips for success are reproducible. The Mentoring Resource Kit® also includes the best seller book, "*Beyond the Myths and Magic of Mentoring: How to Facilitate an Effective Mentoring Process*", behavior models on video or DVD, sample workbooks, and sample assessment instruments to choose from to support the development of your mentoring pairs. See detailed content outline on reverse.

The Mentoring Resource Kit® is for:

- Mentoring coordination team members
- Performance improvement technologists
- Strategy decision makers
- Potential Mentors and Protégés
- Others interested in mentoring

The complete Mentoring Resource Kit®, only \$1,395, includes these resources:

- 📖 Book: *Beyond the Myths and Magic of Mentoring: How to Facilitate an Effective Mentoring Process® Second Edition Translations Also Available in Japanese, Swedish, and Korean*
- 📺 Video or DVD: *Facilitated Mentoring Model and Processes® Briefing*; script and CD with slides for the *Briefing in a Box®*
- 📺 Video or DVD: Two behavior models - *Negotiating Your Mentoring Agreement® /Discussing Your Development Plan®*



Sample workbooks to support effective relationships: (Individual copies may be purchased for participants):

- *Facilitator Feedback Skills®*
- *Effectiveness = My Competence & Communication®*
- *Career Planning Workbook®*

📄 Sample Assessment Instruments (Individual copies may be purchased):

- *DiSC Classic®* (Personal Profile System)
- *I-Sight™*
(DiSC Classic® and I-Sight™ are registered trademarks of Wiley/ Inscape Publishing)

Plus an extra bonus!

Two free hours of telephone consultation with an experienced Alliance Partner of MMHA The Managers' Mentors, Inc.

The Mentoring Resource Kit® contains samples of consumable assessment tools and skill building resources for mentoring pairs. See description of contents on the next page. The reproducible checklists, worksheets, and guides are priceless!

To order additional Mentoring Resources, complete the Order Form on reverse.

The Mentoring Resource Kit® Contents

1. Readiness Assessment

- Is your organization ready for a mentoring process?
- How to link your mentoring process to business goals
- How to sustain the mentoring process
- Reality check worksheet
- Goal statement worksheet

2. Marketing and Communication

- Communication planning worksheet to customize
- Briefings guide and script for facilitators
- Briefings video
- Brochure suggestions
- Topics for handouts

3. Recruiting and Qualifying Participants

- Candidates' skills checklist
- Applications for mentors and protégés
- Mentor profiles for protégés
- Recruiting questionnaires for mentors and protégés
- Database suggestions

4. Preparing Participants

- Orientation session materials
 - Topics
 - Guide
 - 3 options with talking points
- Mentor/Protégé agreement form
- Skill building workbooks
- Assessment instruments

5. Evaluation

- Planning guide
- Checkpoint guide and worksheet
- Guidelines for Mentor/Protégé experience exchange session:
 - Sample talking points
 - Questions to ask

6. Annotated Bibliography

Over 200 publications were reviewed and are briefly annotated in categories such as Industry, Diversity, Community, and Women, to give easy access to resources for your special interests. Check these new sources of additional information and background

Additional Mentoring Resources

Resource	Quantity	Unit Price	Total
Facilitator Feedback Skills®, Participant Workbook		\$21.50	
Facilitator Feedback Skills®, Workshop Kit (Facilitator Guide, 12 Workbooks)		\$295.00	
Facilitated Mentoring Model & Processes® Video or DVD		\$175.00	
Discussing your Development Plan; Negotiating your Mentoring Agreement® (2 behavior models), video or DVD		\$235.00	
Effectiveness = My Competence + Communication®, Participant Workbook		\$21.50	
E=MC+C® Workshop Kit (Facilitator Guide, 12 Workbooks)		\$475.00	
Career Planning Workbook©		\$23.00	
Development Action Planner® (online tool – use with CPW); Individual user or site license		Call for quote	
Skills for Career And Life Effectiveness (SCALE®) online credential for assessment of eleven key emotional intelligence skills. Includes links to comprehensive interpretation and how to pursue growth in each skill		\$33.50	
DISC Classic® (Personal Profile System®) – Work styles self assessment Instrument, paper workbook (Online response and report also available)		\$24.00	
To Improve Performance Success® (TIPS®) Job Aids for Mentors and Protégés, set of two		\$12.00	
<i>Plus delivery handling</i>			
Total Order US\$			

Check enclosed

Name & Title: _____

Please send me invoice

Company: _____

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Address: _____

City/State/Postal Code _____

Phone: _____ email: _____



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