

# CMA

COACHING & MENTORING AUSTRALIA



# IN HOUSE MENTORING OVERVIEW

SETTING UP, FACILITATING, AND EVALUATING YOUR  
MENTORSHIP INITIATIVE

# ABOUT CMA

## Coaching and Mentoring Australia (CMA)

CMA is a leader in designing and executing tailor-made mentoring programs for organisations. With a team of dedicated experts, we specialise in fostering leadership, driving growth, and improving employee performance.



## Mentoring that Transforms Organisations


Mentoring isn't just guidance; it's a transformative process that empowers individuals and organizations to reach their full potential. Our In-House Mentoring Program is designed to nurture leaders, enhance communication, and drive growth within your organisation.

## Why Choose CMA's In-House Mentoring Program?

- **Proven Expertise:** With years of experience in mentoring, we bring valuable insights and dedication to every partnership.
- **Customised Solutions:** Tailored mentoring programs to align with your unique organisational needs.
- **Full Program Management:** CMA handles the setup, facilitation, evaluation, and ongoing support.
- **Tangible Outcomes:** Our focus is on delivering measurable results that drive individual and organisational growth.
- **Confidential and Ethical:** We maintain the highest ethical standards to ensure trust and confidentiality in mentoring relationships.



## KEY FEATURES

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- **Customised Pairing:** Mentor-mentee pairs tailored to individual and organisational goals.
  - **Mentor Training:** Comprehensive training for mentors, equipping them with effective mentoring techniques.
  - **Progress Facilitation:** Group sessions and progress checks to address challenges and share best practices.
  - **Resource Access:** Access to a wealth of program resources, tools, and materials.
  - **Mentoring Software Platform:** We offer a cutting-edge mentoring software platform to enhance engagement, track progress, and measure ROI, ensuring that your mentoring program delivers tangible results.
  - **Measurable Results:** A focus on delivering tangible outcomes and substantial returns.

## BENEFITS

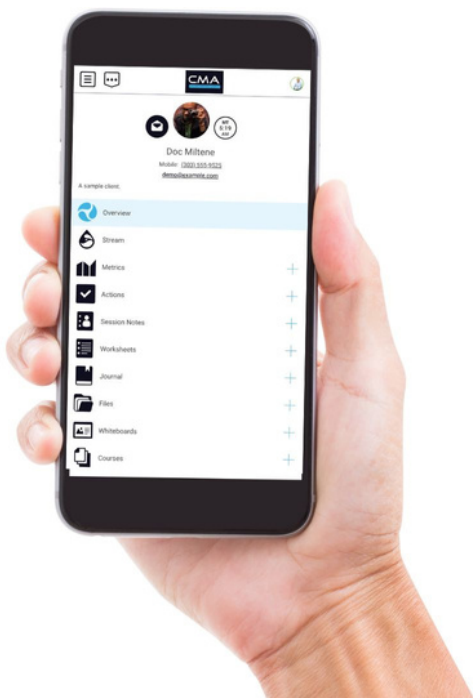
- **Enhanced Leadership:** Developing strong, capable leaders within your organisation.
- **Improved Communication:** Enhancing team communication and collaboration.
- **Skill Enhancement:** Empowering employees to excel in their roles.
- **Sustained Growth:** Achieving long-term organisational growth and success.

# OUR APPROACH

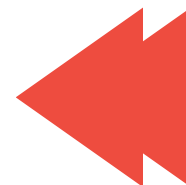


CMA takes care of the entire mentoring process:

- **Needs Assessment:** Understanding your organisation's objectives and specific mentoring needs.
- **Customised Program Design:** Tailoring the program to meet your unique requirements.
- **Mentor-Mentee Matching:** Careful pairing to ensure the right fit and maximum impact.
- **Structured Facilitation:** Guiding mentor-mentee relationships and ensuring successful outcomes.
- **Ongoing Evaluation:** Regular assessments to measure the program's effectiveness.
- **Mentoring Software Platform:** Utilising a state-of-the-art mentoring software platform for enhanced engagement, progress tracking, and ROI measurement.
- **Resource Access:** Access to our wealth of mentoring resources and tools.



# MENTORING PLAN



We follow a well-defined seven-step mentoring process that serves as the foundation for transformative mentoring experiences.

## 1. Assessment and Goal Setting

- **Introduction:** Mentor and mentee meet for the first time.
- **Set Expectations:** Discuss goals, objectives, and what both parties hope to achieve.
- **Establish Schedule:** Agree on the frequency and duration of mentoring sessions.

## 2. Assessment and Goal Setting

- **Identify Goals:** Mentor and mentee collaborate to identify specific goals and areas of focus.
- **Goal Setting:** Establish SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals.

## 3. Development and Strategy

- **Skill Assessment:** Evaluate the mentee's current skills and knowledge.
- **Action Plan:** Develop a personalised action plan with strategies and milestones.

## 4. Monthly Meetings

- **Ongoing Progress:** Regular mentoring sessions (typically monthly) to discuss progress.
- **Feedback and Guidance:** The mentor provides guidance and feedback.
- **Course Correction:** Adjust the action plan as needed to ensure alignment with goals.

# MENTORING PLAN CONT



## 5. Mid-Program Review

- **Evaluate Progress:** A midpoint assessment to review how well goals are being met.
- **Adjustments:** Make adjustments to the action plan if necessary.

## 6. Continued Support and Resource Access

- **Resource Utilisation:** Access program resources, tools, and materials.
- **Ongoing Guidance:** Continuous mentor support between meetings as needed.

## 7. Final Meeting

- **Goal Assessment:** Evaluate the achievement of set goals.
- **Reflect on the Journey:** Discuss the mentoring experience and the journey's impact.
- **Certification and Recognition:** Recognise the mentee's achievements and growth.

## Mentor/Mentee Presentation Evening

- **Celebration of Achievements:** A special event to celebrate the achievements and growth experienced throughout the mentoring journey.
- **Mentorship Recognition:** Acknowledging mentors and mentees for their dedication and contributions to the mentoring relationship.
- **Future Opportunities:** Exploring potential future collaborations and networking opportunities within the organisation.




## NEXT STEPS



Our In-House Mentoring Program goes beyond traditional mentorship, transforming the way organisations approach talent development.

By establishing comprehensive training, facilitating mentorship relationships, and providing ongoing support, we empower your team to reach their full potential.



Your organisation can thrive with enriched leadership, improved communication, and sustained growth.

Don't miss the opportunity to elevate your team and achieve unparalleled success.

Join us in redefining your organisation's future through our In-House Mentoring Program.

### Ready to take the next step?

Reach out to us today and embark on a journey of growth and development with Coaching and Mentoring Australia (CMA). Together, we'll build a brighter future for your organisation.

## CONTACT DETAILS

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