

# Developing a Mentoring Program



**ZONTA**  
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**DISTRICT 3**  
EMPOWERING WOMEN  
THROUGH SERVICE & ADVOCACY

# Goal

How to design, implement, maintain  
and evaluate a Club Mentoring  
Program



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# Why Mentoring?

Mentoring is Key to Retention.



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# Purpose of a Mentoring Program

Mentoring will help the new member to make the transition from being “newly installed” to being a vital part of the group.

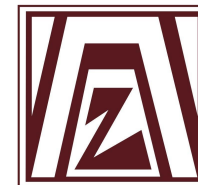


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# Purpose of Mentoring

The purpose of a Mentoring program is to assist new members gain:

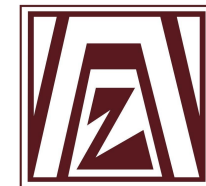
- ▶ A feeling of belonging and fellowship
- ▶ Awareness of Club activities
- ▶ A sense of responsibility to participate in activities, events and meetings
- ▶ An attitude of service to the community
- ▶ A desire to empower women



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# Developing a Program

- ▶ Areas of Focus
- ▶ Expectations
- ▶ Implement
- ▶ Evaluating



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# Mentoring Development

- ▶ Areas of Focus - Making the List
  - ▶ Zonta International
  - ▶ Your Club
  - ▶ Etc, etc, etc.....



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# Mentoring Development

- ▶ Expectations
  - ▶ Determine when, where and how often the mentor and mentee are expected to meet
  - ▶ The initial meeting should occur prior to the first meeting of the year



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# Mentoring Development

- ▶ Implementation
  - ▶ Prepare a reference book
  - ▶ Train the mentor
  - ▶ Match mentor to mentee
  - ▶ Monitor the progress



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# Mentoring Development

- ▶ Evaluation
  - ▶ Individually - both mentors and mentees
  - ▶ "Rookie Review"
  - ▶ Membership Committee or facilitator - what worked and what needs improvement



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# Mentoring Toolbox

- ▶ New Member's Toolbox
  - ▶ Reference Book
  - ▶ Bylaws and Rules of Procedure
  - ▶ Club Directory
- ▶ Mentoring Program Toolbox
  - ▶ Mentor/Mentee role information sheet
  - ▶ Mentoring Program Description and checklist
  - ▶ *Welcome to Zonta* ppt - ZI Membership Tools



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# Handouts

- ▶ Training the mentor and their role
- ▶ Mentoring Program Description
- ▶ New Member checklist
- ▶ Orientation Outline - District 3



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# Training the Mentor

- ▶ Mentors for new members will generally:
  - ▶ Have been a member of Zonta for a number of years
  - ▶ Have good interpersonal skills
  - ▶ Be prepared to give time and impart their knowledge



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# The Mentor Should....

- ▶ Monitor the new member's participation and attendance
- ▶ Engage the mentee at club meetings
- ▶ Introduce the new member to other club members
- ▶ Provide information about Zonta (with guidance from the checklist)



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# Thank you!

