MENTORING TOOLKIT

Want to support mentoring in landscapes sectors? This Toolkit will show you how!

[Coordinating a mentoring program: A toolkit for forestry, landscapes and other sectors](#) is a how-to guide that synthesises a decade of learnings and resources from hundreds of agriculture and forestry mentoring programs implemented by Young Professionals for Agricultural Development (YPARD), the International Forestry Students' Association (IFSA) and African Women in Agricultural Research and Development (AWARD).

I'm considering running a mentoring program. Is this Toolkit for me?
This Toolkit is aimed at people who are considering setting up a mentoring program in or for their organisation, community, event or wider sector. It will be most valuable to mentoring program managers and mentoring coordinators.

What is the purpose of this Toolkit?
The Toolkit will help you feel confident to decide if mentoring is the right approach to achieve your long-term objectives and, if so, take all the steps needed to coordinate a mentoring program.

How will this Toolkit help me/my organisation?
The Toolkit will:
- save you time, with examples, templates, stories and learnings already documented so you can get started straight away
- provide you with a structure and step-by-step process to help plan and coordinate a mentoring program
- give you access to decades of wisdom!

How do I use the Toolkit?
The Toolkit is divided into 12 modules – a step-by-step how-to guide! Each module has clearly defined learning objectives and offers guiding information and resources (templates, examples, tools and stories) to help you with each phase of designing and coordinating a mentoring program. These modules are summarised on the back page.

This sounds great, where can I find the Toolkit?
The Toolkit is available online at https://ypard.gitbook.io/mentoring/ and to download as a PDF. If you would like further information or to hear how we could help support mentoring for your organisation/event, contact Sarah Dickson-Hoyle at sarah.dh@ifsa.net.

"[Mentoring] opened my eyes and broadened my ideas for research in forestry"
- Mentee, IUFRO 125th Anniversary Congress

"My mentor is my sounding board where I get to talk about all the ideas I have, challenges I face, and then, with her experiences, knowledge and skills, [she] helps me come up with the best decisions. She motivates and inspires me constantly"
- Mentee, YPARD Kenya Program

"Mentoring and coaching is a two-way street. I believed I could learn and be inspired by my mentee as much as I could do that for them. There are really impressive youth out there that can provide sparks and energy for all of us!"
- Mentor, 2014 Global Landscapes Forum

SUMMARY OF MODULES

Module 1: Getting started – mapping your context. Module 1 will help you to understand what mentoring can achieve; know whether mentoring is the right approach for you to take; identify your opportunities and constraints for mentoring; think about which groups you will target and their motivations/needs/contributions; and to identify your mentoring program's values and principles.

Module 2: Choosing a mentoring approach. Module 2 will help you to understand all the different possible approaches to mentoring and to help you choose a mentoring approach that is best suited to your context.

Module 3: Finding resources. Module 3 will help you determine what resources you need (both financial and in-kind); how to find those resources; and how to plan your mentoring program budget and negotiate with partners.

Module 4: Building a program team. Module 4 will help you understand who is needed to get a mentoring program started; what role the mentoring coordinator plays (and how to find a suitable person to play that role); and how to work well together.

Module 5: Planning the mentoring program. Module 5 introduces the process of identifying and planning the different elements and phases of a mentoring program.

Module 6: Monitoring and evaluating the mentoring program. Module 6 covers how to determine your evaluation principles; different approaches/tools that you may choose; and how to use the information you gather to improve future programs. This section also covers how to support mentees and mentors to write blog posts about their experiences and learnings.

Modules 7, 8 and 9: Finding and matching mentees and mentors. Modules 7, 8 and 9 step you through the application and selection process for mentees (including sample application forms from many different programs) and help you identify mentee needs; how to mame mentoring inclusive for people in rural areas; how to create a pool of mentors (communicating the benefits of mentoring and expectations); and how to match mentees with mentors.

Module 10: Building the mentoring relationship. This section will help you understand how to get the mentee/mentor pair started – setting goals/visions as well as discussing roles and expectations. It also covers how you can foster peer mentoring in a group of mentees and mentors.

Module 11: Maintaining the mentoring relationship. This section covers how you check in with mentoring pairs to determine what's working well, what's not, and what support they need at different stages. It also covers common challenges and how to overcome them, including how to manage conflict and re-match mentees with other mentors if needed.

Module 12: Ending the mentoring program. This section covers how to conclude the mentoring program – how to celebrate what was achieved, reflect on challenges, and draw lessons for the future. This section also covers the options mentees and mentors have to keep learning after the formal mentoring program ends.