![OpenSesame logo]

GUIDEBOOK

Getting Started with Coaching & Mentoring

If your organization doesn't have a coaching and mentoring program yet, **here's why you need one, how to get started, and how to support those mentors as they step up.**

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The benefits of a coaching & mentoring program

In today's working world, organizations can't afford to think about coaching and mentorship as optional, nice-to-have benefits for extra-motivated employees. Instead, **now is the best time to be investing in your formal coaching and mentoring program**—or creating one, if you haven't yet.

Why? Because enabling your workforce to learn from each other **empowers them to see opportunities for career growth,** helping them stay motivated and fulfilled by their work.

That ability to see growth really matters. A recent report from OpenSesame and Lighthouse Research & Advisory examined some of the key trends employers need to be aware of in 2023. One staggering statistic: Two in three workers have quit a job because of a lack of career growth, but 90% of them would have stayed if they'd seen opportunities ahead. Meanwhile, a study by the Association for Talent Development found that organizations with mentorship programs have 50% higher employee retention and engagement than those without—and that collaboration within the company goes up even more when those programs are mandatory.[2]

It's hard to ask for clearer evidence than that. **If you're not taking your coaching and mentoring program seriously, your whole organization is missing out.**
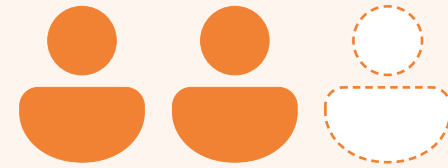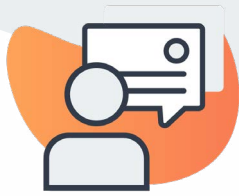
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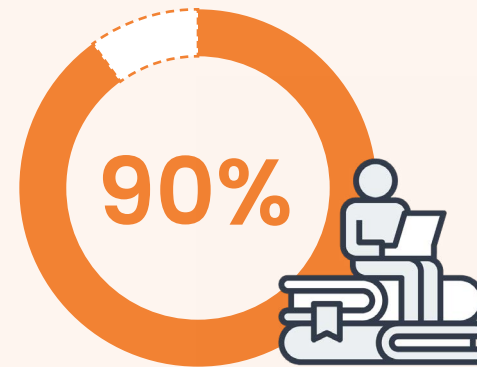
but 90% of them would have stayed if they had seen opportunities ahead [1]

REFERENCES:

1 3 Key Learning Trends for 2023: What Employers Need to Know

2 Mentorship leads to employee retention | hcamag.com

Benefits for
your mentors:

- New employees may have **different ways of thinking** and problem solving that mentors can learn from

- Mentorship can provide opportunities to develop new **leadership and communication skills**

- Mentors can play a more active role in **shaping organizational culture**

Benefits for
your mentees:

- They have a dedicated resource to **help them solve problems** and navigate team dynamics

- Mentees can **learn new skills** and methods from more experienced colleagues

- Frequent conversations about career growth can help younger employees **feel valued and supported**

Benefits for
your organization:

- Mentorship helps prepare employees to take on new or more challenging roles—this is **often cheaper and faster** than filling the position externally

- Being able to promote from within also **cuts down on onboarding time**, since the individual already knows your organization and its customers

Setting your program up for success

Of course, not all coaching and mentoring programs are created equal. By and large, they're really only as good as the coaches and mentors that participate—and the support those essential leaders receive.

That same 2023 report from OpenSesame and Lighthouse underscores how important it is to invest in setting your organization's leaders up for success. The report includes a quote from an executive for a global manufacturing organization, who notes that "managers are the number one influencer of someone's experience at work. The managers we select, promote, and train are some of the most critical people in the entire business."

While the coaches and mentors in your organization may not all be managers, they'll likely have to navigate similar conversations about goals, work–life balance, and career priorities. **How they're equipped to respond to these challenges will have tremendous influence on their relationships with their mentees, and those mentees' experiences at your company.**

As the 2023 report notes, "If we don't invest in our [leaders], we're missing a high-leverage opportunity to reach our people and create a better workplace overall. In a workplace full of stress, challenge, and change, supporting [their] development is one decision that can deliver incredible value and impact."

Not all coaching and mentoring programs are created equal.

They're only as good as the coaches and mentors that participate—

and the support those essential leaders receive.

The bottom line? Take the time to train your mentors. It's well worth the investment.

The training your leaders need and deserve

If the mentors at your organization haven't had any formal training yet, don't worry. Getting them up to speed is easy, especially with all of the content available in the OpenSesame catalog. Our library of training materials from world class publishers has a wide range of courses varying in length and format, and available in multiple languages too.

These courses from expert publishers are a fantastic start:

Effective Coaching: Coaching vs. Mentoring
From TalentQuest

As a leader, you have to decide when to provide coaching or mentorship to an employee. But many leaders have a misconception that these are the same. Discover the difference between coaching and mentoring, learn the components of coaching, and be able to evaluate your coaching skills in this 14-minute course.

Includes supplemental resources and post-assessment.

Mentoring 201™: The Next Steps for Success
From Sollah Interactive

Take 30 minutes to explore some of the key aspects of a meaningful mentoring partnership:

- Planning for a successful discussion
- Setting goals
- Identifying career paths
- Establishing development needs

Includes inline activities, supplemental resources, and post-assessment.

Coaching Conversations with Remote Workers
From Coaching Culture

Learn what's different about coaching remote workers, and how the TRUST model can help.

Exclusively on OpenSesame

Coaching for Non-Coaches: Creating Accountability
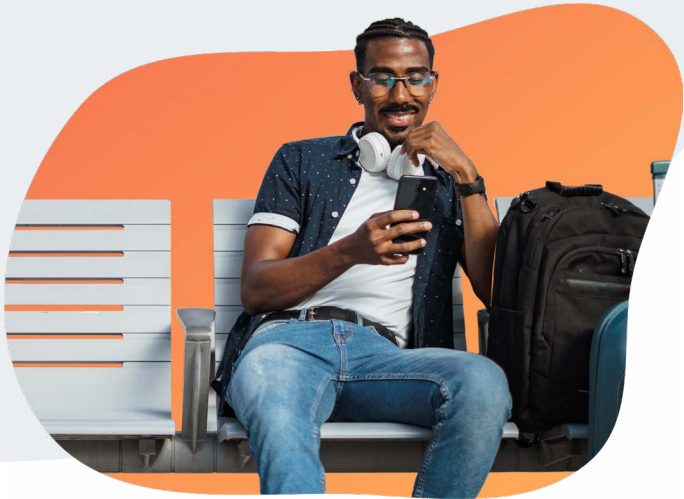*From Coaching Culture*

Coaches can help their coachees create an accountable mindset to reach their goals. Here's how.

Exclusively on OpenSesame

Mastering Mentoring: Five Tips for First-Time Mentors
From Mind Tools for Business

Analyze five common challenges for first-time mentors and identify strategies to overcome them

Get started today

It might feel overwhelming if you're starting a coaching and mentoring program from scratch, but there are a few things you can do that will have you well on your way in no time at all.

Create a mentor interest form

See who in your organization is interested in sharing their expertise with other colleagues, and get a sense of what support they need to do so effectively. Remember that anyone can be a mentor, not just managers and team leads.

Draft rules of engagement

Define the expectations and boundaries that are important to your organization when it comes to knowledge transfer, collaboration, and respect

Connect mentors to each other

Create opportunities for mentors and coaches to navigate challenges together in ways that maintain the trust their mentees place in them

Invest in training yourself

Prioritize developing the skills you need to run an effective program—we have *a whole series* of courses in our catalog covering these critical topics:

- ☐ *How to create a mentoring program*
- ☐ *How to match mentors and mentees*
- ☐ *Making a mentoring agreement*
- ☐ *Mentoring meeting guidelines*

Ready to truly empower your coaches and mentors?

To learn more about how you can bring engaging training to your team, book a demo and chat with one of our personalized training consultants today.

BOOK A DEMO

Or explore more opportunities for upskilling your leaders and managers by checking out our curated list of courses, *Coaching and Mentorship at All Levels*.

About OpenSesame

With a library of more than 40,000 courses, OpenSesame offers the world's most comprehensive elearning catalog. Content from expert publishers is available in a variety of formats and languages, and is routinely updated to provide the best information possible across a broad range of categories and industries.

But more than just a content provider, OpenSesame is your elearning partner and advisor. We're a strategic addition to your team, providing hands-on curation that ensures the right courses are going to the right learners, and helping you reach your desired business outcomes. From aligning courses with core competencies, to syncing content with your LMS, to increasing training completion, we're here to help at every turn.

Discover the difference it makes when you add OpenSesame to your org chart.

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