

Reverse Mentoring Training Package



www.inclusivegroup.co.uk

Introduction

Reverse Mentoring is a popular intervention to support Equity, Diversity and Inclusion (EDI) initiatives. The (usually more junior) diverse *mentor* shares their experience of the organisational culture and advises on how to create a more diverse and inclusive culture. They may also gain insights into how they can make an even greater contribution in their current role as well as progress to more senior roles.

A (usually more senior) *mentee* learns about the lived experience of someone with a different background and career journey to their own. These insights help inform EDI policy and approaches in the organisation.

Our Solution

The first step is to pair up your mentors and mentees, and we provide tips to help you make the best possible matches. We know that participants value practical support to enable them to create the conditions for effective mentoring relationships. Our package provides greater understanding on aspects such as how to create psychological safety. It gives practical tips so participants can set themselves up for success, navigate common pitfalls and achieve personal and organisational outcomes.

For the Mentors

More junior reverse-mentors often have little or no experience of mentoring or being mentored. We walk them through a three-step process which equips them to prepare for and sustain a fruitful mentoring relationship.

01 30-minute pre-work in the form of a 15-minute **narrated PowerPoint** hosted on Vimeo and accompanied by a worksheet for personal reflection. This provides an understanding and practical advice about how to approach and prepare for the mentoring.

Topics include:

- What is mentoring?
- What is reverse mentoring?
- Why do organisations have reverse mentoring programmes?
- What is important to us about our programme?
- Roles, responsibilities and expectations
- Your personal goals as a mentor
- Discussion topics
- Skills of the best mentors
- Prepare for your first meeting
- What are you fearful of?
- Top tips - summary
- Your next steps

The pre-work includes a PDF **worksheet** where mentors can capture their thoughts and learning from the presentation.

02 90-120 minute **interactive virtual workshop** that has participants working together to explore and develop some of the pre-work themes such as:

- Contracting and how to create a safe psychological space
- What could go wrong (linked to 'fears' from the pre-work)
- Speaking truth to power – considerations
- How to plan for the first meeting
- What are you taking away?

03 **Take-away toolkit** featuring key slides, models and tools from the training.

For the Mentees

The more senior mentees may have previous experience of mentoring or being mentored. We have found that this group values input around:

- how to avoid key pitfalls;
- practical suggestions for creating the psychological safety that underpins these important and confidential discussions.

Mentees receive a **two-page PDF which can also be recorded as a podcast (optional)** to present these concepts.



Inclusion is a verb, it's a doing word – the challenge is most humans on the planet are inclusive with people like them. To embed equity and increase diversity we all have a part to play because inclusion is incremental, we just need to re-think and unlearn. Embedding Psychological Safety into hybrid asynchronous working culture is business critical - it's not a nice to have, its essential to unlock innovation and allow the workers of tomorrow to thrive. What is needed is a systemic business -led approach to I&D with bold actions for inclusion and multivariate diversity.

Sasha Scott, Founder and CEO of The Inclusive Group

Working with Inclusive Group

Inclusive Group will work with you to create the training package, which also includes:

- A kick-off meeting with Inclusive Group to provide a full brief (one hour)
- 3 additional client touchpoints for sign-off (30-minutes each)
- Tips for how to pair up your mentors and mentees effectively.
- Design and delivery of:
 - Narrated PowerPoint, hosted on Vimeo; accompanying PDF of slides; and worksheet. We will provide the script and slides for you to sign off the narrated PowerPoint.
 - 90-120 minute workshop via Zoom or Teams. One delivery with a reverse-mentor group of up to 20. One-page outline will be provided for client sign-off.
 - PDF / podcast for mentees. Podcast in M4A or MP3 format suitable for a mobile phone. Script will be provided for sign-off.
- Project management

Assumptions

- One point of contact from your organisation to liaise on content and facilitate sign-off for the materials at appropriate stages.
- Materials will be delivered with Inclusive Group branding.

Follow-Up

We offer additional, optional, follow up sessions for your mentor and/or mentee groups as they progress through the programme. These can take the form of Q&A sessions or simply a facilitated group conversation to share experiences and learn from each other. Feel free to discuss your specific requirements with us.