**SUBJECT:** Mentorship Program – [MONTH 1] Update

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Description automatically generated**MESSAGE:** 

**[MONTH 1] Forecasting:**

Good morning Beautiful People 😊

Mentorship Kick Off week was an absolute success and I am excited to continue supporting you along your journey of growth and development.

**Schedule and have your first group meeting:**

* You should have your first mentor group meeting scheduled.
* If you have not done so already, please do so.
* The expectation is that you all meet with your mentoring groups at least once before our [DATE] midpoint check-in.
* You are welcome to meet more than once between now and [DATE].
* Don’t forget, I included a sample agenda for your first meeting in your mentor group introduction emails.

**Recommended Resource**

* Each month, I’ll be highlighting a resource to support you along your mentorship journey. This month, it’s our new and improved [Individual Development Plan (IDP)](https://www.cityofmadison.com/human-resources/documents/additional-learning-resources/od-toolkit/2024_Fillable_IDP.pdf). An IDP helps you:
* Identify Strengths & Opportunities
* Define what “Success” Means to YOU
* Identify what “Success” Looks like for YOU
* Set Clear Goals for Growth
* Develop a Roadmap for Achieving your Goals

Once your IDP has been completed, I encourage you to share your development goal you’re your mentoring group.

**Check In Survey**

Starting [DATE], you will be instructed to complete a brief survey to let us know how you’re doing so far.

I will be sending this out each month. This survey is confidential yet not anonymous as I will ask for your name. Only the Organizational Development team will have access to your responses. This will allow us to best support you in real time, make adjustment, and/or intervene, only if absolutely necessary.

Warm regards,

[Your Email Signature]