**SUBJECT:** Mentorship Program – [MONTH 2] Update

**MESSAGE:** 

**[MONTH 2] Forecasting:**

Good morning 😊

Thank you all for your ongoing commitment to your growth and development. This dedication is evident through your active participation in the [DEPARTMENT’s] Mentorship Program. I am excited to follow up with additional resources that will continue supporting you all in your mentoring conversations.

**Check-In Survey** – *[Create Survey Monkey Check-In Survey for Participants to Complete]*

Please take less than 5 minutes to complete [this brief survey] to let us know how your experience has been so far. 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 adjustments, and/or intervene, only if necessary.

**Recommended Resource(s)**

Last month you were provided an [Individual Development Plan (IDP)](https://www.cityofmadison.com/human-resources/documents/additional-learning-resources/od-toolkit/2024_Fillable_IDP.pdf). Page 5 of the IDP has since been modified to better assist you through your self-assessment.

This month’s resource is a [Skills Self-Assessment](https://www.cityofmadison.com/human-resources/documents/mentoring-program/Fillable_SkillsSelfAssessment_Mentorship_0.pdf). Our ability to reflect on who we are and what makes us awesome, all while holding space for continual growth and development is foundational to our Leadership Philosophy here at the City of Madison, [Values-Based Leadership](https://www.cityofmadison.com/human-resources/organizational-development/leadership-programming/values-based-leadership). Use this exercise to assess your skills today and consider where to begin your improvement journey.

If you’re feeling a little overwhelmed or not sure where to start, that is ok. Don’t forget about our mentee/mentor development discussions on [Mentee Discussion Date] and [Mentor Discussion Date], respectively. Mentees, we will take some time on [Mentee Discussion Date]s to review these materials together 😊

**Gentle Reminder:**

* You should have your first mentor group meeting scheduled.
* 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].

I am so excited to reconnect with you all in May. At this time, you should have received calendar invites from me for your development discussions. I will follow up the week of [DATE]s with an outlined agenda. As always, we are here to support you so do not hesitate to reach out as needed 😊

Warm regards,

[Your Email Signature]