**SUBJECT:** Mentorship Program – [MONTH 3] Update

**MESSAGE:** 

**[MONTH 3] Forecasting:**

Good morning 😊

I am excited to forecast our next month and share some cool new resources that will continue supporting you all in your ongoing development.

**Mid-Point Check In**

I am so excited for our in person mid-point check in!

You should have received a calendar invite from me for [Date] from [Time] at [Agency] ([Address]).

This is a reminder to factor in up to 30 minutes for travel time and be open to carpooling.

Oh yea, as city employees you have access to reserve a city vehicle for transportation purposes as well.

**Be prepared to…**

* Continue building relationships across the mentorship cohort
* Learn more about yourself and others
* Have some FUN 😊

**Recommended Resource(s)**

Development discussions revealed that the skills we are interested in further developing, might include a list of ‘sub skills. One of the repeated ‘sub skills’ that we highlighted was feedback!

Whether feedback is on your list of ‘sub skills’ or not, it’s a GREAT and useful tool that allows you to

* Strengthen communication
* Build trusting relationships
* Create a healthy culture
* Increase engagement and collaboration
* Help you and others learn, grow, and develop

Look at the [“Effective Feeback Resource Packet”](https://www.cityofmadison.com/human-resources/documents/additional-learning-resources/od-toolkit/Effective_Feedback_Resources_Combined.pdf). It’s broken up into the following 3 sections:

1. [Feedback Foundation](https://www.cityofmadison.com/human-resources/documents/additional-learning-resources/od-toolkit/Feedback_Foundations.pdf)
2. [Tips and Common Pitfalls](https://www.cityofmadison.com/human-resources/documents/additional-learning-resources/od-toolkit/Feedback_Tips_and_Common_Pitfalls.pdf)
3. [Receiving Feedback](https://www.cityofmadison.com/human-resources/documents/additional-learning-resources/od-toolkit/Receiving_Feedback.pdf)

[MONTH 1] Resource: [Individual Development Plan (IDP).](https://www.cityofmadison.com/human-resources/documents/additional-learning-resources/od-toolkit/2024_Fillable_IDP.pdf)

[MONTH 2]Resource: [Skills Self-Assessment.](https://www.cityofmadison.com/human-resources/documents/mentoring-program/Fillable_SkillsSelfAssessment_Mentorship_0.pdf)

**Gentle Reminder: Check-In Survey** – *[Hyperlink Survey Monkey You Created]*

Thank you for [%] completion on our check in survey between [Survey Open Date] and [Survey Close Date].

If you have not completed this yet, please take less than 5 minutes to complete this brief survey to let us know how your experience has been so far. This will allow us to best support you in real time, adjust, and/or intervene, as necessary.

As always, it’s a pleasure to support you on your journeys of growth and development.

I look forward to us being in shared community as we continue great work.

Warm regards,

[Your Email Signature]