Use this sample communication to inform supervisors and managers of their employee’s participation in the Menttium program and to outline the expectations for managers.

Dear <Manager of Mentee>,

Our organization is committed to investing in the growth of our leaders. We are thrilled to share that <Employee Name> has been selected to participate in a unique leadership development opportunity with [Menttium Corporation.](https://www.menttium.com/)

Since 1991, [Menttium](https://www.menttium.com/) has been a leader in professional mentoring programs which support leadership development and diversity, equity, and inclusion efforts in the global business community. Their goal is to strengthen organizations through their people and help them thrive at work and in life – one match at a time.  They believe the right mentor can **accelerate learning, increase confidence, broaden perspectives,** and help key talent **realize their true potential.**

Menttium offers Cross-Company mentoring programs for key talent leaders. Your employee will receive a personalized match with an external senior level mentor for a 12-month partnership. Their mentor network is diverse and robust, consisting of over **750 active mentors** from many **Fortune 500 organizations.**

Through these partnerships, Menttium supports our leaders with goal setting tools and expanding their leadership capabilities through additional resources like monthly [business education webinars](https://www.menttium.com/business-education-webinars/), a curated TED Talk playlist, and monthly eMinders to keep the partnership on track.

**You play a critical role in supporting and reinforcing your employee’s learning and progress throughout this 12-month partnership.**

As a manager of a leader participating in this program, we ask that you:

* **Communicate this exciting news:**  Share with your employee(s) why they were selected.
* Support them throughout the experience: Have a conversation with your employee about how they would like you to support them.
* **Support Goal Progression:** Assist your employee in developing program goals and looking for stretch opportunities when applicable.
* **Encourage Engagement:** Remove any barriers and obstacles so your employee can fully engage in the experience. During the program your employee will need time to attend the online Program Launch, meet with their mentor 1-2 hours/month, attend online business education webinars, and complete online check-in surveys.
* **Provide Feedback:** Complete a Pre-Mentoring Assessment for your employee and various check-in surveys over the 12 months. You will also be asked to complete a Post-Mentoring Assessment at the end of the program to help measure progress against goals.
* **Respect Confidentiality:** A critical factor of success for a mentoring partnership is trust and rapport. Providing your employee with a mentor from outside our organization, provides them with psychological safety and external perspective, which contributes to creative and innovative thinking for our broader organization. We ask that if you would like to know more about your employee’s Menttium experience, you engage with them during a check-in conversation.

As the program kicks off you will receive a welcome communication from Menttium, sharing more information about how they will support you and your employee throughout the 12-month partnership. You will also be invited to attend a Manager Orientation to provide you with more details about the program experience. In addition, you will also be invited to the monthly Business Education Webinars and receive quarterly eMinders to help you support your leader over the next year.

Thank you for your support.  I look forward to partnering with you and will act as your primary contact for questions.

Thank you,

<Signature>