Needs Assessment-Mentorship Program

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# Scope

Formal mentoring programs help companies increase job satisfaction and commitment, retain employees, and cultivate organizational citizenship behavior. This needs analysis is designed in identifying the milestones for the training course on employment-related mentoring. It also helps in establishing content, learning outcomes and competencies, duration, teaching and learning strategies for training courses on employment-related competencies. The first step before developing a mentorship program involves determining the need areas in the organization. Therefore, if one is planning in offering a mentoring program, it is advisable to have the interested members fill out an assessment form to determine the recurring needs.

# Needs Analysis Questionnaire

Although there are numerous ways of conducting a needs assessment, the needs assessment in this project involved a form containing possible interview or focus group questions:

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| **NEEDS ASSESSMENT QUESTIONNAIRE*** Based on personal opinion, who should participate as mentors in the mentorship program?
* Should mentor participation be mandatory? Why or why not?
* What are the strengths of the firm’s current processes and systems for employee socialization and development?
* Would a formal mentoring program address any gaps in the company’s current developmental process? If yes why? If no why? How would it integrate into other existing systems?
* What goals, issues, and needs should the mentoring program focus on addressing? (For example, retaining employees, employee skill development, broadening exposure, and socialization.)
* How long should the mentoring relationship last?
* How should the organization evaluate the mentoring program?
* Should the company reward the mentors and employees for their participation? If so, how?
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The questionnaire is the most appropriate tool for this situation because:

1. Questionnaires are practical while gathering data intended for a targeted group. Therefore, they can be managed various ways by picking and choosing questions asked as well as the format, whether multiple choices or open-ended.
2. The scalability allows people to gather information from a large audience while the costs used are relatively low.
3. These surveys thrive on anonymity, which maximizes comfort for those answering the questions. Since this is the corporate world, some employees may be cautious with revealing their identity when expressing their opinions for fear of retaliation by bosses.
4. They cover all aspects of the topic because many questions can be asked.
5. By targeting a broader audience, one gathers large data, which makes information clearer in identifying the gaps and accurately narrowing them down.
6. Questionnaires are easy to formulate since they are quantitative. Therefore, they allow easy analysis of the results. Online questionnaires prove easier in handling due to built-in tools, which help analyze the information without any statistical knowledge or scientific research.

# Findings from the Needs Analysis

The needs or gaps in the current organization showed that:

* There is no current mentorship program
* There is a need for mentors in the organization to help with career growth.
* There is need for mentors to help specialize and refine employee skills in current job roles.
* There is a need for mentors in higher corporate ladders like CEO’s to continue to foster growth through the entire management chain.