

# PROGRAM ROADMAP EXAMPLE

This program roadmap is based on **Leadership & Team Development: Providing feedback and building a culture of accountability**

\*Weeks 3-9 were built out by this example pair\*

WEEK	TOPIC/WEEKLY ACCOMPLISHMENT
1	<input type="checkbox"/> Get to know your mentee/mentor
2	<input type="checkbox"/> Complete Meeting Contract <input type="checkbox"/> Build out and finalize Program Roadmap <input type="checkbox"/> Optional* Discuss and create mentorship SMART goals
3	<p><b>Establishing Trust (feedback and accountability come later)</b></p> <input type="checkbox"/> Host <a href="#">Career Conversations</a> with your direct reports to gain a better understanding of the aspirations, interests, and any potential future opportunities <input type="checkbox"/> Talk through and schedule regular 1:1s with direct reports, allowing for more connection, awareness, and alignment, and provide coaching and development to your team in a consistent way. <ul style="list-style-type: none"> <li>Be able to answer and communicate to each of your direct reports: the goal and purpose of 1:1s, expectations of these meetings from you as the manager, and expectations of your direct reports. <a href="#">1:1 Template for reference</a></li> </ul> <p><b>Homework:</b></p> <input type="checkbox"/>
4	<p><b>Drive accountability through clear expectations, plans and feedback)</b></p> <input type="checkbox"/> Explore different frameworks for holding teams accountable (e.g., task ownership, responsibility matrix). RACI <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Project Management Template</a></li> </ul> <input type="checkbox"/> Break down the different types of feedback (constructive, positive, and developmental). <input type="checkbox"/> Discuss the role of feedback in maintaining accountability.

5	<ul style="list-style-type: none"> <li><input type="checkbox"/> Focus on techniques for giving effective constructive feedback (e.g., the "SBI" model: Situation, Behavior, Impact).</li> <li><input type="checkbox"/> Discuss how to frame feedback so it's specific, actionable, and measurable.</li> </ul> <p><b>Homework:</b></p> <p><input type="checkbox"/></p>
6	<p><b>Feedback continued:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss the importance of being open to feedback as a leader and how to encourage a two-way feedback culture through soliciting feedback.</li> <li><input type="checkbox"/> Talk about how to model receiving feedback for the team to create a culture of continuous improvement.</li> <li><input type="checkbox"/> Practice receiving feedback from the mentee on a hypothetical situation.</li> </ul> <p><b>Homework:</b></p> <p><input type="checkbox"/></p>
7	<p><b>Constructive Feedback:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare for conversations that involve addressing performance issues or unmet expectations.</li> <li><input type="checkbox"/> Talk through handling common retail scenarios (e.g., handling a difficult customer interaction, addressing lateness).</li> </ul> <p><b>Homework:</b></p> <p><input type="checkbox"/></p>
8	<p><b>Accountability through delegation (utilizing clear expectations and feedback from above)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss how to hold team members accountable without over-monitoring or micromanaging.</li> <li><input type="checkbox"/> Explore delegation techniques and how to trust employees while maintaining high standards.</li> </ul>

	<b>Homework:</b>  <input type="checkbox"/>
9	<b>Key program takeaways and go forward plan</b>  <input type="checkbox"/> Review the progress made over the mentorship period. <input type="checkbox"/> Reflect on strengths and areas of improvement in giving feedback and holding employees accountable. <input type="checkbox"/> Work together on an action plan for continued growth beyond the mentorship program.  <b>Homework:</b>  <input type="checkbox"/>
10	<input type="checkbox"/> Finalize and calibrate on go forward plan to utilize the tools gained <input type="checkbox"/> Celebrate the end of the program, decide if mentee/mentor will continue to meet ( <i>not expected but can be mutually decided</i> )