



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Thursday, November 13, 2008

MEMORANDUM FOR: Human Resources Directors

FROM: Nancy H. Kichak, Associate Director, SHRP

Subject: Best Practices on Mentoring Report

On October 30, 2004, the President signed the Federal Workforce Flexibility Act of 2004, Public Law, 108-411. The Act makes several significant changes in the law governing the training and development of Federal employees, supervisors, managers, and executives. One major change requires agencies, in consultation with the U.S. Office of Personnel Management (OPM), to provide training to managers on mentoring employees.

In collaboration with several agencies, noted for their innovative and effective mentoring program and best practices, OPM developed this report as a tool to assist agencies in creating a business case for mentoring and as an outline of the critical steps in developing and implementing a formal mentoring program.

Any questions regarding this document can be sent to the OPM Human Resources Development mailbox at hrdleadership@opm.gov.

[Attachment](#)