

Learning at Work Week Toolkit

Theme: Many new ways to learn

Learning happens in many ways at work, through formal training, conversations, shared experience, reflection, and support from others.

For Learning at Work Week, we're encouraging Charity Mentoring Network members to explore mentoring as one simple, meaningful, and accessible way to support learning and development.



The Charity Mentoring Network platform helps staff and volunteers connect with others to share knowledge, build confidence, work through challenges, and learn from experience. Whether someone wants to grow as a mentee, give back as a mentor, or do both, mentoring can be a valuable part of workplace learning.

This toolkit is designed to help you run a simple, low-pressure campaign during Learning at Work Week using ready-made messages, activities, and resources.

Contents:

- 5 day campaign plan
- Ready to send emails
- Ready to use Teams / Slack / intranet posts
- One page reflection worksheet
- 30 minute 'Lunch & Learn' agenda
- One page manager briefing

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Five day campaign plan

Monday: Launch

Theme: Many new ways to learn

Objective: Introduce the week and mentoring as a learning tool.

Actions:

- Send launch email - see email templates
- Share intranet/Teams post
- Ask staff to log in to the platform

CTA: Log in and explore the platform

Tuesday: Learn from others

Theme: Learning through support and shared experience

Objective: Encourage staff to think about what they want to learn.

Actions:

- Share reflection prompt
- Encourage mentee sign-ups
- Share a short story or example if available - link to testimonials in welcome pack

CTA: Search for a mentor

Wednesday: Learn by sharing

Theme: Learning through giving back

Objective: Encourage potential mentors to get involved.

Actions:

- Share mentor-focused message
- Remind staff they do not need to be senior leaders to have something valuable to offer
- Encourage profile updates

CTA: Consider becoming a mentor

Thursday: Learn across the sector

Theme: Learning beyond your own team

Objective: Highlight the value of connecting across organisations.

Actions:

- Post about learning from people with different experiences
- Encourage people to review suggested matches
- Promote self-led exploration on the platform

CTA: Review your suggested matches

Friday: Keep learning going

Theme: One action can lead to lasting development

Objective: Turn awareness into ongoing engagement.

Actions:

- Send short reminder email - see email template
- Share reflection worksheet
- Ask people to commit to one next step

CTA: Take one mentoring action before the end of the week

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Ready to send emails

Email 1: Launch email

Subject: Learning at Work Week: mentoring is one of the many ways we learn

Hi everyone,

Learning at Work Week is a chance to reflect on the many ways we learn at work, not only through formal training, but through conversations, shared experience, support, and reflection.

One of the most effective ways to learn is through mentoring.

The Charity Mentoring Network platform gives staff and volunteers the opportunity to connect with others, share knowledge, build confidence, and learn from experience across the sector.

Whether you'd like to:

- grow as a mentee
- support someone else as a mentor
- or simply explore what's available

this is a great week to get started.

This Learning at Work Week, we're inviting everyone to take one small step:

- log into the platform
- update your profile
- search for a mentor or mentee
- review suggested matches

Access the platform here:

[Insert link]

Mentoring is a reminder that learning at work often starts with one conversation.

Best wishes,

[Name]

Charity Mentoring Network

Ready to send emails

Email 2: Midweek prompt

Subject: A simple way to take part in Learning at Work Week

Hi everyone,

As part of Learning at Work Week, we're encouraging staff and volunteers to explore mentoring as one of the many ways to learn and develop at work.

Mentoring can help you:

- build confidence
- think through challenges
- develop new skills
- learn from someone else's experience
- share your own expertise with others

If you haven't already, this week is a great opportunity to take a look at the Charity Mentoring Network platform.

Why not take one small action today?

- update your profile
- search for a match
- review suggested connections
- find out whether mentoring could support your development

Explore the platform here:

[Insert link]

Best,

[Name]

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Ready to send emails

Email 3: Friday reminder

Subject: Before Learning at Work Week ends: one small mentoring step

Hi everyone,

As Learning at Work Week comes to a close, this is a good moment to think about how you'd like to continue learning and developing beyond this week. Mentoring is one practical, flexible way to do that.

If you've been meaning to explore the Charity Mentoring Network platform, why not take one small step today:

- log in
- complete or refresh your profile
- search for a mentor or mentee
- review your suggested matches

Even one action can be the start of a valuable new connection.

Access the platform here:

[Insert link]

Best wishes,

[Name]

Charity Mentoring Network

Ready to send emails

Email 4: Manager/champion email

Subject: Please encourage your teams to take part in Learning at Work Week

Hi colleagues,

For Learning at Work Week, we're encouraging staff and volunteers to explore mentoring as one of the many ways to learn and develop at work.

The Charity Mentoring Network platform offers a practical way for people to:

- learn from others' experience
- build confidence
- strengthen professional networks
- share knowledge across the sector

Please encourage your teams to take a few minutes this week to:

- log into the platform
- update their profile
- search for a mentor or mentee
- review suggested matches

A simple prompt from managers can make a real difference in helping people take the first step.

Thank you for your support.

Best,
[Name]

Charity Mentoring Network

Ready to send emails

Email 5: Short version for limited attention spans

Subject: This Learning at Work Week, try mentoring

Hi everyone,

Learning happens in many ways at work and mentoring is certainly one of them.

This week, we're encouraging staff and volunteers to explore the Charity Mentoring Network platform and take one simple action:

- log in
- update your profile
- search for a mentor or mentee
- review your matches

Get started here:

[Insert link]

Best,

[Name]

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Ready to use Teams / Slack / intranet posts

Post 1

Learning happens in many ways at work, through conversation, reflection, support, and shared experience.

This Learning at Work Week, why not explore mentoring through the Charity Mentoring Network platform?

You can:

- search for a mentor or mentee
- update your profile
- review suggested matches
- take one small step in your development

[Insert link]

Post 2

Many new ways to learn includes learning from other people's experience.

This week, we're encouraging staff and volunteers to explore the Charity Mentoring Network platform and see how mentoring could support their development.

Take one action today:

- log in
- update your profile
- browse matches

[Insert link]

Post 3

Mentoring is one of the simplest and most human ways to learn at work.

If you want support, a sounding board, or a chance to share your own experience, this is a great time to explore the Charity Mentoring Network platform.

[Insert link]

Post 4

This Learning at Work Week, ask yourself:

- What do I want to learn?
- What challenge am I facing?
- What experience could I share with someone else?

Then take one step on the platform:

[Insert link]

Post 5

Before the week ends, why not take one small mentoring action?

Log into the Charity Mentoring Network platform, refresh your profile, and review your suggested matches.

One conversation could make a real difference.

[Insert link]

One page reflection worksheet

Learning at Work Week reflection

Take a few minutes to reflect on your development.

1. What would I most like to learn right now?

- A new skill
- Greater confidence
- Leadership capability
- Career direction
- Sector insight
- Something else: _____

2. What challenge am I currently facing at work?

3. What kind of support would help me most?

- A sounding board
- Encouragement
- Advice from experience
- Accountability
- Help exploring options

4. What experience or insight could I offer someone else?

5. Would I benefit most from being:

- a mentee
- a mentor
- both

6. What one action will I take this week?

- Log into the platform
- Update my profile
- Search for a match
- Send a request
- Book a conversation

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30 minute 'Lunch & Learn' agenda

Welcome and introduction (1–5 mins)

- What Learning at Work Week is about
- Why mentoring fits the theme

What mentoring can offer (5–10 mins)

- confidence
- support
- challenge
- shared knowledge
- professional growth

How the Charity Mentoring Network platform works (10–18 mins)

- log in
- complete/update your profile
- search for people
- review suggested matches
- send a request

Who mentoring is for (18–23 mins)

- staff at all levels
- volunteers
- people who want support
- people who want to give back

One action to take this week (23–27 mins)

- log in
- update profile
- review matches

Q&A / close (27–30 mins)

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One page manager briefing

Manager briefing: support Learning at Work Week with mentoring

This Learning at Work Week, we're encouraging staff and volunteers to explore mentoring as one of the many ways to learn and develop at work.

Why it matters

Mentoring can help people:

- build confidence
- work through challenges
- develop skills
- learn from others' experience
- strengthen connections across the sector

What managers can do

Please encourage your team members to:

- log into the Charity Mentoring Network platform
- update their profile
- search for a mentor or mentee
- review suggested matches

Suggested manager message

“Learning happens in lots of different ways, and mentoring can be a really valuable one. If you have a few minutes this week, I'd encourage you to log into the platform and explore whether a mentoring connection could support your development.”