

The Mentoring Circles Program for Women includes the following materials:

- A 30+ page toolkit including:
 - Program description
 - Role descriptions
 - Program details
 - Selecting MCP leaders
 - Group composition and selection of participants
 - Location, frequency, duration of meetings
 - Structure and content of meetings
 - Administrative support needs
 - Communication plan
 - Communication tools
 - Leader Information: Conducting Mentoring Circles Sessions
 - Before the meeting
 - At the meeting
 - The “Questions and Coaching” component
 - Roles
 - Feedback
 - Participant contract
 - Career planning template
 - Evaluation design
 - Bibliography/resource list
- Curriculum guides for nine MCP sessions
 - Session 1: Opening Session (introductions, ice breaker exercise, program overview)
 - Session 2: Developing and Strengthening Influence Skills
 - Session 3: Developing Effective Communication Skills—Listening Styles
 - Session 4: Developing Effective Communication Skills—Presentation Techniques
 - Session 5: Managing for Success in Your Professional and Personal Life, Part I
 - Session 6: Managing for Success in Your Professional and Personal Life, Part II
 - Session 7: Advocacy—Marketing Yourself and Your Organization
 - Session 8: MCP Capstone (integrating all aspects of the MCP curriculum)
 - Session 9: Closing session/graduation