

# Mentoring Program Checklist

## Mentor program checklist

To design a new program for your organization follow these steps:

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify your target population – who will be mentored?</li> <li><input type="checkbox"/> How will potential mentees be screened for participation?</li> <li><input type="checkbox"/> Identify who will act as mentors i.e., executives, peers; internal or external etc.</li> <li><input type="checkbox"/> How and from where will they be recruited</li> <li><input type="checkbox"/> Establish the type of mentoring that the program will offer i.e., one-on-one, group</li> <li><input type="checkbox"/> Establish what the program will accomplish and what outcomes will result for the participants, including:             <ul style="list-style-type: none"> <li><input type="radio"/> Mentors i.e., personal satisfaction, career development</li> <li><input type="radio"/> Mentees i.e., career development, personal development</li> </ul> </li> <li><input type="checkbox"/> Sponsoring organizations i.e., develop a mentoring program based on solid business goals such as increasing diversity or making your organization a better place to work</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish what criteria will be used to match mentor with mentee</li> <li><input type="checkbox"/> Establish where the mentoring will take place i.e., at the workplace, off-site or virtually</li> <li><input type="checkbox"/> Establish the frequency and duration of the program i.e., how often will mentoring matches meet and how long will the relationship last?</li> <li><input type="checkbox"/> Identify the program stakeholders and decide how you will promote the program i.e., get someone high up to be a champion for the program</li> <li><input type="checkbox"/> Decide how you will evaluate program success</li> <li><input type="checkbox"/> Decide what training will be offered to mentor and mentee before the start of the relationship</li> <li><input type="checkbox"/> Establish checkpoints with the mentors and mentees so you can monitor their relationship</li> <li><input type="checkbox"/> Determine what kind of support and supervision will be provided to mentor and mentee</li> </ul> |
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## Program Management

Once the program is established, it must be monitored. To do this, make certain you have the following

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> A program advisory team</li> <li><input type="checkbox"/> A financial plan</li> <li><input type="checkbox"/> A system for managing program information</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> A system to monitor the program including a formal program evaluation</li> <li><input type="checkbox"/> An ongoing communications plan</li> </ul> |
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