

FORMAL MENTORING PROGRAM CHECKLIST

Mentoring in the workplace, when planned and executed well, can be a valuable method of training and development for employees. When more experienced employees (mentors) are matched with less experienced employees (mentees) a learning partnership is created so that technical information, institutional knowledge and professional experiences can be shared.

Use this checklist to create and implement your organization's Mentoring Program.

- Identify a Sponsor that will champion the program and be accountable for the success of your Mentoring Program.
- Identify members of the team that will support the Mentoring Program such as Employee Communications, Human Resources, Training, etc.
- Create a purpose, or "why" for your Mentoring Program
- Develop a definition of what Mentoring means to your organization
- Define clear goals for your Mentoring Program
- Decide on your Mentoring Program format-number involved, duration, meeting frequency, evaluation process, etc.
- Determine what resources you will need (i.e. space, financial, etc.)
- Develop a detailed Mentoring Program plan with timeline
- Create a profile for mentees, how would an employee become eligible to participate?
- Create a profile for Mentors, what criteria will be used to select Mentors?
- Develop a matching process for Mentors and Mentees
- Market and communicate the Mentoring Program throughout your organization
- Screen Mentor and Mentee candidates against profiles

- Develop a Mentor/Mentee contract defining the goals of the relationship
- Deliver training to Mentors on items such as initiating the relationship, warning signs in relationship, overcoming relationship obstacles, goals of program, and creating a learning contract between mentee and Mentor.
- Continually evaluate the program against the goals set for your Mentoring Program



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