

Checklist for Matching

- Program aims, focus and objectives
- Specify target group of mentors and mentorees
- Choose matching method
- Promote mentoring - make it magnetic!
- Set up a recruitment and selection process
- Define the roles
- Selection criteria
- Matching criteria + what's really important
- Right of refusal
- Facilitate first contact
- Train participants
- Mentor & Mentoree review to commit/opt out
- Manage early stages and regular follow-up

Mentoring Strategy

Plan Mentoring

Identify strategic objectives
Analyse needs of target group
Engage stakeholders
Determine evaluation criteria and methods of monitoring and gathering feedback
Produce a blueprint that clearly ties the strategy to important outcomes, details communication, training and evaluation and specifies activities, resources, logistics and schedule.
Select a program coordinator and delegate responsibilities.

Promote Mentoring

Two-way communication promoting the strategic and personal value of mentoring to all stakeholders.
Attract and engage participants.
Keep managers informed and supportive.

Prepare Participants

Select and match participants.
Provide information, guidelines and resources.
Train and equip participants to succeed in mentoring.

Program Support

A structured program to maintain engagement, including:

- Ongoing communication
- Resources and activities
- Networking opportunities
- Assistance and follow-up
- Monitoring and feedback.