

Key Questions for Mentoring Program Implementation

Following are some key questions that will help you to clarify your mentoring program objectives. This will also help you to answer critical questions about the ten areas of mentoring program implementation:

1. **Design and development**
2. **Organisational alignment**
3. **Participants and stakeholders**
4. **Program structure**
5. **Program promotion**
6. **Selection and matching**
7. **Resourcing**
8. **Participant training**
9. **Monitoring and Evaluating**
10. **Roll-out**

Oystercorp is available to help you answer these questions and design a mentoring program solution that best suits your needs.

1. Design and development

What are the objectives of the program?

This is the most important question of the design phase.

You should also consider

What do you want to accomplish?

How do you plan to accomplish these things?

Who is the target population (by age, gender, geography, income, etc.)?

What would success look like? – to mentees, mentors, the organization?

Now create a simple statement that describes the program objectives.

For example: The mentoring objective is to groom 12 employees who would be a part of the succession plan.

Our mentoring program objective is to: “

Now answer these questions about your statement:

Is it realistic?

Is it clear and concise?

Does it reflect the values and beliefs of your organisation?

Does it reflect the needs of those you seek to help?

Is it powerful?

2. Organisational alignment

What are the organisational values, strategies the program supports?
What other HR/organisational initiatives is the program aligned with?

3. Participants and stakeholders

Who is your most senior sponsor?
Who are your mentees? mentors?
Do you want line managers to be involved? If so how?
Who are the people who will drive/promote this program? Your support team
(steering committee, program manager(s), champions)

4. Program structure

What type of mentoring will be offered?
Traditional, peer, group, reverse
What model (one:to:one, one-to-many,group)?
What will the structure of meetings be? (how often how long, when, where)
What (if any) technology will be used to support the mentoring? (email,
telephone, Ementoring,telementoring etc.)
How long do you expect mentoring matches to continue?

5. Program promotion

How will you promote the program?
Will you have a launch? If so what will this look like?
What resources will you use for promoting the program?
(i.e. website, intranet, Ezine, company newsletter, other promotional forums
such as meetings, presentations)
How will we promote the program results?

6. Selection and matching

How will participants be recruited and selected?
Who will manage this process?
What recognition will there be for program participation?
How will mentors and mentees be matched?
What tools, assessment criteria will we use to assist the process?

7. Resourcing

Where will the program budget sit?
Who will manage this?

8. Participant Training

Who will provide the orientation and training?

What is the best timing for this?

What time commitment is reasonable for the workshops?

What other activities will be a part of this program? (social etc.)

What other curriculum will be used to support the training? (on-line resources, special project etc.).

How will the partnerships be supported and monitored?

How will participants be supported to keep up the momentum?

How will we mark the completion of the facilitated phase of the program?

9. Monitoring and Evaluating the Program

How will we measure success?

What are the program objectives we will be evaluating the program against?

What outcomes do we want for mentees, mentors and the organisation?

How will we monitor progress of participants throughout the program?

How will we evaluate the program at completion?

How will we evaluate this ? (*i.e.* participants self-assessment etc)

How will you evaluate? (how, frequency etc.)

How will program information be kept and managed?

10. Roll-out

What considerations do we need to have for roll out?

What changes would we make to the program structure?

Where would we next implement the program?

How would we retain control of the program during the roll-out phase?

(Go through the complete list of questions for roll out).

And finally ...

Given the unique culture of this organisation, what other questions do we need to ask ourselves?

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