



Oystercorp - Stages of Mentoring Program Implementation Timeline

(This timeline is a guide, program stages will vary depending on the organisation)

Activity	Description	Timing
1. Program design and development		Months 1 – 2
Pre-Planning	Conduct needs assessment. Gain feedback from key stakeholders	
Pre-Program Development	Work with Oystercorp to assist development	
Program Development	Oystercorp will work with you to determine the purpose, objectives, mentoring model, program structure	
	Assign internal program coordinator	
	Form stakeholder committee, program champion	
	Oystercorp to tailor materials – manuals, guidebooks and workshops	
	Launch program to senior management	
1. Training and implementation		
Mentor and mentee recruitment may happen simultaneously		
Mentor Recruitment	Identify participants, group size, start date (in line with objectives set)	
	Develop promotional strategy, tailor promotional materials, selection forms	
	Make contacts and Email promotional materials, selection forms	
	Follow up on all sources.	
Mentee Recruitment	Develop criteria for mentee selection.	
	Determine if prospective mentees meet criteria.	
Mentor/Mentee Selection	Select only those who fit the established criteria.	
Document participant information	Choose data to document on the basis of the objectives. These are participant overviews (1 pagers)	
Matching		
Pre-Matching	Develop criteria for matching	Prior to orientation
Matching* (may be done at or prior to training)	Match participants – Oystercorp will provide guidance, Match participants on the basis of information from application	
Participant Introduction and Training		
Pre- Training	Identify trainers. Oystercorp to train or run as train-the-trainer format with internal trainers	
	Conduct staff training (train-the-trainer).	
Mentee and Mentor Orientation	Orient mentees and mentors to the program prior to commitment.	



Activity	Description	Timing
Participant Training	Workshop One (1- 3 days) depending on organization	Month 3
	Workshop Two (1- 3 days) depending on the organisation	Month 9
	Workshop Three (1- 3 days) depending on the organization	Month 15
Monitoring and Evaluating the program		
Mentor/Mentee Activities	Arrange for group activities on a regular basis.	At least quarterly
	Assist mentors/mentees with activity ideas.	Regularly
Feedback from Mentors and Mentees	Elicit feedback from participants	Quarterly
Additional participant support workshops	Oystercorp can provide targeted training workshops based on participant feedback	Varies according to participant needs
Internal support	Monitor mentor/mentee relationships	2 month intervals
Oystercorp support	Oystercorp will monitor participant feedback and on-going evaluation and provide regular updates to HR. Oystercorp will also provide support resources and on-going coaching to participants	On-going
Recognition	Celebrate and recognise the accomplishments of the program and participants. Through internal promotional opportunities	Quarterly
Evaluation		
	Determine what outcomes to measure and evaluate.	During planning phase
	Collect data on participants and mentors related to your outcomes from feedback	Monthly
	Measure outcomes and conduct evaluation	Following workshop 3
	Review program progress and refine	Annually
	Promote findings through an evaluation report.	Annually