Mentor Program Checklist

The following checklist is intended as a summary of some of the key principles to include when implementing a mentor program, and as a quick reminder of some of the key steps to take in setting up a successful program.

☐ A clear need for mentoring has been established
☐ There is ownership of the mentoring program from senior management, key stakeholders or a particular committee
☐ There is sufficient funding/administrative support for the program
☐ There are sufficient mentees from our target group
☐ There are sufficient internal or external mentors
☐ The objectives for the program are clearly expressed and communicated to those involved
☐ A clear and realistic timeframe has been set
☐ Clear guidelines and expectations have been developed and communicated to all those involved in the program
☐ Adequate training and support is available for both mentors & mentees
☐ Ongoing management of the process to monitor progress