

PLANNING A MENTORING PROGRAM?

30

Key questions to help you prepare

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Thirty key questions to help you prepare

1. Why are you introducing a mentoring program?
Write a statement of purpose
2. What will be the goals of your mentoring program?
3. Who is your target group of mentees?
4. What will be the criteria for their involvement?
5. Who will you target to be mentors?
6. How will you recruit them?
7. How will they apply and what information will you seek from them?
8. What screening procedures will you introduce?
9. How will you reject any mentors that are inappropriate?
10. What sort of commitment will the mentors need to make?
How long are they committing to the relationship?
(6months, a year, a lifetime?)
11. How long and how often will they be expected to meet with their mentees?
12. Where will the mentors and mentees meet?
13. What will the pairs do? Will the mentors and mentees go on outings? Who will pay?
14. Can the mentee travel in the mentor's car?
15. What sort of training will you provide to the mentors?
16. How long / how often will that training run for?
17. Will you offer ongoing training?
18. Will you debrief with the mentors? When?
19. What policies will you need to have in place?

The following policies /procedures are recommended. Tick those which you already have in place in your organization:

a.) Mentee's and Mentor's rights and responsibilities

Yes No

b.) Confidentiality and privacy

Yes No

c.) Legal issues

Yes No

d.) Insurances (including volunteer insurance)

Yes No

e.) Duty of care

Yes No

f.) Occ Health and Safety

Yes No

g.) Protection from harassment

Yes No

h.) Grievance issues

Yes No

i.) Ethical issues

Yes No

j.) Arrangements for future contacts between mentor and mentee

Yes No

20. Other policies to consider (No policy = implies permission)

- a.) Will you permit mentors and mentees to swap telephone numbers?
- b.) Will you permit them to make arrangements to meet at other times?
- c.) Will you allow the mentor and mentee to give gifts to each other?
- d.) Will you allow the mentee to visit the mentor's home?
- e.) Will you allow the mentor to visit the mentee's home?
- f.) Will you allow overnight stays?

21. What action will be taken if a mentor 'breaks the rules'?
22. How will you involve the parents?
23. What permissions will you need to secure from the parents?
24. Will you run an orientation program for all the participants?
25. How will you match the mentors and mentees? On what basis will you make the match?
26. How will you monitor the relationship? What written records will you need to keep?
27. How will you recognise/ reward the mentors?
28. How will the relationship end?
29. How (and when) will you evaluate the effectiveness of your program?
30. What will you measure?

OK....you're ready to get started!!!