

CHECKLIST

Mentoring in companies

Companies using mentoring to enable learning by design and not by choice, will find the following useful:

- Why do we need a mentoring programme?
- What do we hope to achieve?
- Is mentoring in line with our company value and mission statements?
- Is mentoring already happening?
- Has it been tried before?
- Who needs to be involved besides the mentors/ mentees?
- Who will “own” the initiative?
- What problems could we expect?
- Who will our mentors be?
- Do we need to produce a Mentor Profile?
- How will we select the mentors?
- Should we use internal or external mentors?
- Who is to be mentored?
- Why do we want to mentor these people?
- What do the mentees want?
- How will they be selected?
- How will mentors and mentees be paired?
- What resources are required/ available?
- What briefing and training will be required for all involved (including line managers and others)?
- How will the mentors be supported and rewarded?
- When and how will the mentoring programme be monitored and evaluated?
- Who will undertake the evaluation?