



A Step-by-Step Checklist to Launch a Mentoring Program

What you'll find below

There's a lot of work that goes into launching and running a successful mentoring program. From conception and approvals to participation and training, there's several small and big tasks along the journey.

Follow this checklist to make sure you don't miss a single step.



Building Phase

Before you begin structuring your mentoring program, it's crucial to lay the foundation with these steps:

- Identify primary organizational challenges, like employee retention, knowledge sharing, or succession planning.
- Define the purpose of the mentoring program. Which organizational challenges do you hope to solve using the mentoring program?
- Set [goals](#) and create a roadmap with milestones. Use [SMART](#) goals to stay on track.
- Align the mentorship program goals with organizational priorities.
- Bring leadership and stakeholders within the company to the table and present your mentoring program proposal.
- Gather feedback and recommendations on the mentoring proposal.

Planning Phase

- Outline participant roles: mentors, mentees, coordinators/admins.
- Set qualification parameters: years of experience, expertise, and interest areas.
- Choose your [mentorship model](#) based on the size of your company, plan to scale, and specific needs:

- Traditional 1-on-1 mentoring
- Group mentoring
- Peer-to-peer learning
- Reverse mentoring
- Employee resource groups (ERGs)
- Flash mentoring



Communication Phase

- Engage participants by building excitement through company updates, emails, and townhalls.
- Invite them to share thoughts and previous mentorship experiences as well as to ask questions.
- Share the benefits of mentoring programs and give employees a WIIFM (What's in it for me) perspective by sharing success stories from pilot programs or other companies.
- If you plan to roll out your mentoring program to a few users to begin with, invite representatives from all departments to participate.
- Create a launch date party so employees and department heads can look forward to it and it stays top of their mind.

Launch Phase

- Kick-off with an orientation session and a live demo of the mentorship program.
- Provide resources and toolkits for additional questions and suggestions for session agendas and session goals.
- Recommend session topics to break the ice. Ideally, your [mentoring software](#) has suggestions for session agendas that mentors and mentees can build on.
- Offer continuous admin and customer support for any glitches along the way.

Feedback Phase

- Build a continuous feedback loop by encouraging users to collaborate and exchange ideas as well as experiences.
- Invite users to quarterly focus group discussions on the mentoring program.
- Use tools like Google Forms or SurveyMonkey for feedback.





Organize workshops on setting boundaries and managing expectations.



Schedule check-ins with mentors and mentees to get 1:1 feedback.



If your mentoring software has in-built feedback following each session, encourage employees to use it.

Evaluation Phase



Monitor mentor-mentee signups and frequency of interactions.



Facilitate additional sessions for high demand and maintain a waiting list if required.



Analyze feedback and survey results to determine next steps.



Assess outcomes from the mentorship program such as skills development, promotions, employee retention, and job satisfaction.



Correlate outcomes to larger business goals and report tangible benefits like cost savings and increase in revenue.



Organize end-of-year showcases for leadership to share tangible success stories.



Celebrate major milestones and achievements.



Host annual planning and review sessions.



Incorporate insights and learning for the next cycle.

Want to see how Together can help? [Book a demo.](#)

