

Marketing and Recruitment June-August

- Marketing of program
- Mentees complete application
- Review applications
- Recruiting and getting to know possible mentors and mentees to aid pairing or matching
- Pairing or matching of mentors and mentees

Initiation September- November

- Communicate the mentor pairs
- Mentee initiates the first meeting
- Learn about mentoring and the mentoring relationship
- Clarify roles
- Establish commitments and expectations (See Mentee/Mentor Tips and Commitments)
- Initial survey of mentees

Planning – Goal setting first 2-3 month

- Establish mentor and mentee needs and desires
- Get to know each other
- Assist mentee with goal setting (SMART Goals handouts)
- Structure the relationship (frequency of meeting, time, place, events)
- Establish communication strategies
- Identify learning and networking opportunities

Development- ongoing

- Establish regular meetings – virtual or in-person
- Ensure on-going communication
- Provide feedback
- Make coaching referrals
- Consider completion of VIA Character Strengths Profile by mentee
- 2-3 Mentee and Mentor Forums held throughout the year- topics may vary.
- Obtain resources
- Be prepared for each meeting
- Increase mentee's understanding of:
 - o Individual goal areas
 - o Specific skills and strategies
 - o Promote and encourage confidence
 - o Broaden networks and linkages; make connections
 - o Identify opportunities
 - o Plan for education
 - o Achieve balance and boundaries

Closure and Evaluation Last month – August-September?

- Review accomplishments and achievements
- Did the mentee accomplish their goals?
- What went well, what would we change for next time?
- Redefine the relationship – perhaps an informal mentoring relationship outside the formal mentoring program is desired
- Discuss possible future projects
- Mentor and mentee wrap up survey

(Adapted from ideas from Gordon, 2 Gordon, 2000; Kram,1 2000; Kram,1985; Ra 985; Rankin, 1991; Yoder, 1990)