

## **DOD Mentoring Resource Portal**

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# **MENTORING PROGRAM CHECKLIST**

Mentoring Program Planning

## MENTORING PROGRAM CHECKLIST

### **Purpose:**

To offer a list of points to be considered when building a Mentoring Program.

### **Audience:**

Mentoring Program Coordinators

### **Context:**

These set of points should be considered during the planning stages of the Mentoring Program.

### **Common Terms**

The following are common terms associated with the DOD Mentoring Resource Portal:

*Mentor*, also known as Advisor, is a trusted counselor or guide who is involved in the development and support of one who is less experienced.

*Mentee*, also known as Protégé or Learner, is the more junior person being mentored.

*Mentoring Program Coordinator*, also known as Mentoring Program Manager, is responsible for the overall management of the Mentoring Program.

### **Information Source Disclaimer**

Most of the information on this mentoring resource was obtained and adapted from several mentoring resources located in the DOD Mentoring Resource Portal and the DOP Mentoring Model. All content is provided for informational purposes only.

## **1.0 BEFORE MENTORING PROGRAM IMPLEMENTATION**

- Identify a key contact person who will coordinate and be responsible for follow-through on establishing, supporting and maintaining the Mentoring Program.
- State the desired outcome or purpose -- the “why” of the Mentoring Program
- Define mentoring for your DOD Component/Agency
- DOD Component/Agency objectives and measures of success are clearly identified at the outset
- Identify clear goals of the Mentoring Program
- Complete Mentoring Needs Assessment
- Define Mentoring Program Parameters
  - Success Measures (Evaluation)
  - Nomination Process
  - Participant Criteria
  - Structure
  - Mentoring Policies and Procedures
- Secure Buy-In where necessary and appropriate

## **2.0 OUTREACH**

- Identify a Mentee profile (who would be eligible to participate)
- Identify a Mentor profile (what qualities and/or criteria will be used for identifying and selecting Mentors)
- Communicate the program throughout your DOD Component/Agency

## **3.0 MENTOR AND MENTEE MATCHING**

- Identify a strategy to match Mentor and Mentee
- Facilitate applications
- Screening and selection processes for Mentors and Mentees can match participants through a variety of means. Those may include areas of interest/need, availability, personality, and working/learning style.

## **4.0 MENTOR AND MENTEE TRAINING**

- Develop a “Learning Contract “ with specific goals identified that are explicit, realistic and achievable
- Determine the length of relationship
- Clarify roles: Mentor, Mentee, Supervisor of Mentee
- Close the relationship

- Over obstacles in the relationship
- Maintain confidentiality between Mentor and Mentee
- Evaluate the mentoring process

## **5.0 PROGRAM MAINTENANCE**

- The key contact person trained in mentoring is assigned to monitor the program to assist participants through the application and screening process, monitor progress and evaluate progress.
- Program Maintenance should:
  - Identify a monitoring process (tracking system, written records, disputes, obstacles, pre-mature relationship closure)
  - Recognize and support Mentors
  - Recognize participants and their contributions to the overall progress and success of the program.
  - Document and provide written guidelines that explain:
    - The goals of the program
    - The basic principles of mentoring
    - The specific process of mentoring within the agency

## **6.0 PROGRAM EVALUATION**

The program is continually evaluated for effectiveness and modified, as needed, to achieve its objectives.

- Kirkpatrick Model
  - Level 1: Reaction
  - Level 2: Learning
  - Level 3: Behavior
  - Level 4: Results
- Information needs of key stakeholders