

MediaPro - Mentoring Readiness Checklist

- 1. Have you identified the strategic business objectives that mentoring will address (leadership succession planning, employee career development, workplace diversity, retention of high performers, on-the-job-training, emulating best practices, or other)?
- 2. Do you have the active support of an executive-level sponsor (CEO, CLO, President) for your mentoring initiative?
- 3. Have you set realistic expectations of the mentoring initiative with your executive sponsor?
- 4. Have you developed a Mentoring Project Plan to move from strategic objectives to tactical implementation and business results?
- 5. Do you have a realistic schedule for implementing your Mentoring Project Plan?
- 6. Have you identified appropriate benchmarks and a method for measuring the success of your Mentoring Project Plan?
- 7. Do you have an adequate budget to effectively implement your Mentoring Project Plan?
- 8. Do you have the full support from all your stakeholders (executive sponsor, target users, line managers) for implementing mentoring?
- 9. Have you clearly identified the needs of your target audience, including the knowledge and skills mentors and mentees will need?
- 10. Have you selected a method to assess mentee needs and mentor competencies and to match mentors and mentees?
- 11. Have you developed a Training Plan that addresses the needs of mentors and mentees and the logistical challenges in your organization (geography, technology, time, budget, etc.)?
- 12. Do you have a way to provide mentor and mentees with the information they need to achieve their goals for the mentoring relationship?
- 13. Do you have the support of line managers in actively supporting and coaching in a mentoring environment?
- 14. Have you thought about how you will communicate the purpose and plan for your mentoring initiative to the organization and participants before you roll it out?