

**Worksheet for
Planning a Mentoring Program**
Designed for use in Mentoring I Workshop
(Based on *The Next Generation: A Handbook for
Mentoring Future Union Leaders*)

Type of Mentoring Program _____

Goals and Objectives

Level of Formalization

Length of Program

Time Commitment Expected from parties

What can the Union do to free up some time so that the mentors and mentees may integrate mentoring into their work schedules?

Where and how often will meetings take place?

Program Coordinator

How will participants be recruited?

What is the plan to reach out to women and people of color?

Process of identifying the needs of the mentees

How will mentors be chosen and, what are the criteria? Will they be internal or external?

What is the procedure for matching Mentors with Mentees?

What will a Mentor/Mentees Orientation consist of?

What type of training and Education will be offered to Mentors and Mentees?

Describe the program evaluation process
