



TWIN CITIES CHAPTER

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## Mentor Program Planning Checklist

Items to consider when planning your mentor program:

### ▣ *Define mentorship/mentoring programs*

### ▣ *Create a proposal based on your mentor program definition*

Consider:

- Program benefits to chapter and members
- Program goals and objectives
- Needs assessment
- Budget
- Marketing and publicity

### ▣ *Mentorship program details*

- **Timing**
  - 3 months, 6 months, 1 year, other?
- **Eligibility**
  - Years of experience
  - Student members
  - Chapter vs. National members
- **Structure**
  - Group meetings
  - Mentor:Mentee relationships
  - Communication
  - Live vs. Webinar vs. Social Media
  - Orientation, group networking, closing celebration
- **Matching Process**
  - Formalized application
  - Location of individuals
  - Backgrounds, wants, and needs of members
- **Pricing**
  - Free to members
  - Nominal pricing
  - Higher pricing model – comparable to professional models
- **Administration**
  - Under a board member
  - Committee lead/Intern
  - Committee volunteers – assist in development, matching, marketing, outreach etc.

