



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.

