# Questions to Guide the Design of a Mentoring Program

Use the following questions to engage in collaborative conversations with stakeholders to identify mentoring structures that are already in place and address existing gaps.

## Organizational Alignment

1. How could a formal mentoring program address any gaps in our current system and processes? How will it integrate with other offerings?
2. What are the strengths and weaknesses of our current system and process to engage educators in professional development? What gaps currently exist?
3. What objectives and goals will be addressed by a formal mentoring program (e.g., employee skill development; socialization; increasing networks; broadening exposure; retaining employees; giving minority and female employees more visibility)?
4. What obstacles might a formal mentoring program encounter? How can they be overcome?

## Design Considerations

1. What would be the key features and characteristics of the mentoring program?
2. Who will oversee the program? How will they champion the program?
3. Who should be allowed to participate as mentors? As mentees?
4. Should mentor/mentee participation be mandatory? Why or why not?
5. How will mentors and mentees be matched?
6. How long should the mentoring relationship last?
7. How should the mentoring relationship be monitored?
8. How should the formal mentoring program be evaluated?
9. What should happen if a mentoring relationship encounters problems?

## Resource Considerations

1. What resources are available for a formal mentoring program?
2. What resources are needed to recruit, select, and prepare mentors?
3. Is there a reward for participation?
4. What activities will mentors/mentees complete?