

YOUR PRE-LAUNCH PROGRAM CHECKLIST



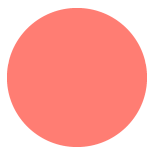
Request demo of mentoring software

Read: [What you should look for when buying mentoring software](#)



Define purpose of the program and create objectives

Succession planning? Learning and Development? Diversity?



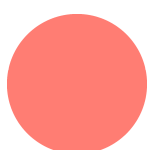
Create clear criteria for mentor-mentee matching

Don't be shy on the criteria; mentoring software can help with the admin.



Create & collate supporting resources and content

How can you maximise the mentoring experience for mentors and mentees?



Create program measurement and tracking tools

How will you gauge mentee-mentor progress and satisfaction?



Decide on the method of dissemination for all of these materials

Email? Intranet? Or via Mentorloop?



Generate awareness via internal marketing resources



Launch.

Software or no software - launch day is here.

HOW CAN WE HELP?

Mentorloop is your mentoring software - and your mentoring consultant. We can help you with any or all of the above mentoring program elements, including generating awareness of the program, providing resources to mentors and mentees, and reporting on program outcomes.

Our software platform naturally takes care of the admin, while we - the humans behind Mentorloop - take care of everything else.

Bring any questions or concerns to the demo we are about to schedule with you, and we can dive into all of your program needs.