**Name of Nursing School**

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| **Step One: Assessment** | |
| **A. Current Mentoring Program Activities**  What ongoing programmatic mentoring program currently exists in your organization? Do you have individual(s) designated as a mentor program director? Do you have a specific model that you use? Do you provide a time for mentors and mentees to meet? How do you evaluate the program? | |
| Strengths: | Opportunities for Improvements: |
| **B. Mentoring Program Support**  What is already happening outside of your organization that may impact your mentoring program? Do you have supports in place for mentors and mentees? Do you have a pool of mentors to draw from? Do you have a closing process for the mentors and mentees once the program ends?  What works well in your organization and what are potential challenges (e.g., timing of events, activities of other organizations in this space, barriers you may face, other potential obstacles or opportunities)?  Identify supports available in school and community. | |
| Assets: | Challenges: |

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| **Step Two: Mentoring Program Design** |
| **1. Purpose Statement: What will be the purpose for your program?** |
| **2. What will be the broad goals for your program?** |
| **3. Mentoring Process: How do you plan to recruit mentors?** |

**4. How will you select Mentors?**

**5. What criteria will you use for Mentor Selection?**

**6. How will you match Mentees and Mentors?**

**7. What will be your mentoring ground rules?**

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| |  | | --- | | **1. Purpose Statement: What will be the purpose for your program?** | | 2. What will be the broad goals for your program? | | **3. Mentoring Process: How do you plan to recruit mentors?**  How will you select mentors?  What will be the selection criteria  How will you match mentors with mentees? | | | | |
| **Step Three: Program Implementation** | | | |
| **Decisions to Make** | **Mentor Recruitment** | **Introducing Mentoring Program** | **Evaluation and Closing the Program** |
| Activities:  Time Frames:  Resources: |  |  |  |

1. Who will serve on your Mentoring Committee?

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| a.  b.  c.  d.  e. |  |

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| **Step Four: Mentoring Program Evaluation** |

**Program Evaluation**