

CHECKLIST TO ESTABLISH THE PEER MENTORING SESSIONS OBJECTIVES

Why do Peer Mentors need a checklist?

A mentoring checklist helps Peer mentors to stay on track and ensure they're doing everything they can to help their mentees get the most out of their time together.

A checklist helps Peer Mentors not miss anything.

Before starting a Peer Mentoring relationship you should check that you have followed some previous steps, on which the success of the relationship will be based to a great extent. For this we are going to provide you with this Checklist, which in an easy and practical way will allow you to check if you have followed these steps.

A mentoring checklist is a list of actions mentors should take before, during, and after each meeting or mentoring session. It is important that you and your Peer Mentee make your expectations and goals clear from the onset of the mentoring program.

1. The Peer Mentoring agreement in which both mentor and mentee have set the terms of the relationship. This may also be known as a mentoring contract.

2. Confidentiality agreement about the contents to be discussed in the sessions.

3. Schedule of sessions. Google Calendar and Calendly are scheduling tools that allow you to set up specific time slots for mentoring sessions. Participants can book available slots, and you can set reminders and notifications to ensure everyone is on the same page regarding session timings.



4. You can use project management tools that enable you to create boards or tasks dedicated to mentoring goals and action items. You can set tasks, assign responsibilities, and monitor progress. These tools enhance accountability and help mentors and mentees stay organized. Asana can be an example. <https://asana.com/>

5. Objectives document for the sessions, which may also include the skills to be worked on and improved.

6. Peer Mentoring possible sessions topics

- Personal and professional development
- Networking or community-building opportunities
- The goals or needs of both parties
- The expertise of the mentor
- Added context for the relationship

7. Sample minutes of the sessions

8. Session evaluation document. SurveyMonkey and Google Forms allow you to create customized surveys to collect feedback from participants after each mentoring session. Feedback is crucial for program improvement, and these tools make it easy to gather insights and opinions from mentors and mentees.

