

## Engagement Checklist

- Use all channels to promote mentoring internally, such as email, teams, slack & meetings
- Engage stakeholders and senior leaders early on so that they can champion the offering and act as internal case studies
- Advertise with physical posters around the office, in common areas and on the back of toilet doors and inside newsletters
- Run a lunch and learn, interest workshop or staff survey
- Be clear with messaging and “Find The Why” – the proposition for mentoring that resonates with your audience.
- Talk to your CEO. Its likely they have had good experiences with mentoring in the past. Who better to get a mentoring quote from?
- Align mentoring with your appraisal/performance process and Embed it into your learning and development strategy
- Target specific groups e.g. Managers - what’s in it for them?
- Be a mentor and mentee yourself! Advocate from a place of understanding!
- Have face to face conversations with people who have signed up and see how it’s going. Prioritise 1 conversation per week with someone who is matched.
- Reward/spotlight eg mentor/mentee of the month
- Collect good feedback and collate this into resources for others