Programme management

(Refer to pages 31 - 32 of the *Guide*)

Following the practices outlined in the Guide will help you achieve ongoing growth, sustainability and reliability in your mentoring programme.

Programme management checklist	CHECK
• Board of trustees and/or an advisory committee • Programme implementation • Staff and management have the necessary skills, knowledge and experience • Mix of staff skills and competencies • Sound cultural skills base • Data collection and information management • Programme information such as police vetting and referral forms • Management-related information such as programme finances and employment records.	

Activity:

Reflect on these questions and write down your responses in 'Participant notes':

• What are the programme management strengths of your mentoring programme?

• What programme management areas need improvement or attention?

• What information, input and support do you need? From who? How will you get this?

• Set yourself a first action step around programme management for your mentoring programme. Be clear, specific and realistic. Set yourself a timeframe to achieve this action step.

Notes:

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