## **Programme planning**

(Refer to pages 29 - 31 of the Guide)

Thorough programme planning will help ensure your programme is delivering high quality and effective mentoring.

Programme planning checklist	СНЕСК
Develop the following <b>plans</b> to ensure an efficient and robust mentoring service:	
Resource plan	
Financial plan	
Funding plan	
Marketing and communications plan	
Programme evaluation plan.	
Develop <b>policies and procedures</b> to provide clear guidelines to all participants.	
Consider any relevant legislative requirements your programme will need to adhere to.	



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

- What are the programme planning strengths of your mentoring programme?
- What programme planning 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 planning for your mentoring programme. Be clear, specific and realistic. Set yourself a timeframe to achieve this action step.

Notes:			