

Suggested Timelines for Implementation of Mentoring Program

Prior to establishing a mentor program:		
Date	Activity	Outcome
	adopt mentor program	
	determine goals of the program	
	establish criteria for mentor-protégé	
	establish mentor pay	
	gain school board approval	
Before the school year begins:		
	solicit mentor nominations	
	interview potential mentors	
	provide mentor training	
August		
	Match mentors with newly hired teachers (school locale and position)	
	Introduce mentor program with novice teachers	
	provide joint mentor-protégé training/inservice define roles discuss goals for mentoring define meeting times	
September - January:		
	mentor-protégé establish relationship development of action plans assess formal and informal communications assess development of relationship	
	mentor observations begin	
	protégé journals initiated	
February – May		
	feedback	
	formative evaluation of the program	
	strategies developed to support greater independence in protégé	
	summative evaluations, reports, recommendations	
	review and assessment of goals	
	recruitment of mentors for the following year	