

Mentor Collective Program Designer Brainstorming Guide

Below is a list of questions and considerations to have prepared before starting your session with the Program Designer. While not required, some partners find it helpful to review the questions in advance and even draft responses in a separate document so they can copy and paste them into the session to help streamline the process. Note that the questions are organized according to the typical flow of a program, and the Program Designer may not follow this exact order when working with you.

The Program Designer is trained on Mentor Collective's [Partner Knowledge Center](#) and informed by more than 10 years of mentorship expertise. At any point during the process, you can ask the agent for guidance or support in making decisions grounded in mentorship best practices!

- Program Name:** What is the [official name of your mentorship program](#)?
- Visual Assets:** Have URLs for your [institution/program logo](#) and default profile images ready.
- The Participants:** Who are your **mentors and mentees**? Be as specific as possible. What is the estimated size of each group?
- Custom Terminology:** Do you want to use **terms** other than *mentee, mentor, mentorship, school, or student*?
- Mentor [Participation Model](#):** How will mentors engage? 💡 *Ask for best practices!*
- Mentee [Participation Model](#):** How will mentees engage? 💡 *Ask for best practices!*
- Match Goal:** How many mentorships do you want to form? 💡 *Ask for best practices!*
- Key Dates:** What is your ideal launch date and program end date?
- The Team:** Who are the main administrators? (Have names, titles, and emails ready).
You'll be asked about roles like Program Manager, Mentor/Mentee Point of Contact, Flag Contact, Invitation Sender & who will send the Mentor & Mentee data.
- Data Sharing:** How will you be **sharing mentor and mentees lists** with Mentor Collective? Do you need to get an [inbound SFTP](#) set up?
- Messaging:** Will any mentor/mentee communication fall outside the [standard MC communication](#) to participants?
- Recruitment Strategy:** What additional actions will you take to weave this program into your institution's culture? Which stakeholders are involved?
- Registration:** Do you need **participants to register using [Single Sign-On \(SSO\)](#)**? 💡 If yes, try to have the contact information ready for your IT contact.
- Training:** Will you use the **Standard [Participant Training](#)**?
- Flags:** Consider any updates you might want to make for the [Standard Flag Topics](#), as well as your **Flag notification preferences**.