

REVERSE MENTORING CHECKLIST

Reverse mentoring pairs younger employees with more experienced employees to help exchange skills, knowledge and understanding in a range of areas to promote a holistic and well-rounded culture that helps your employees and your organisation develop.

If you're thinking about setting up a programme of reverse mentoring within your organisation but don't know where to start, we have created a 10-step checklist for you to work through:

1. Identify the problems and set the objectives

Understand what problem(s) reverse mentoring can address. Are you trying to bridge certain skill gaps? Are you trying to initiate a greater culture change? How will you measure the success of your reverse mentoring programme?

2. Market the initiative internally

Communicate the benefits, expectations and commitment required for the programme. Consider where and when these communications will be shared so your whole workforce has time to apply.

3. Establish the application process

Do employees have to apply or can people be nominated? How will you ensure a balance of younger and experienced employees are involved? Ensure you are collecting the right information to match people such as what they hope to gain from the programme.

4. Consider diversity when matching

When matching mentors and mentees, consider diversity, department, location and personality. Research suggests it is better to pair an introvert and extrovert. Ensure both parties are consulted on their potential matching before the decision is made formally.

5. Put the foundations in place

Establish programme duration and standard guidelines to ensure expectations are clearly laid out, but encourage mentors and mentees to decide how often they meet, how this meeting will take place (in-person vs. remote), and how long meetings should be.

6. Set up a discovery session

Create a "getting to know you" document for all the participants to fill out to support introductions, act as conversation starters, and break the ice. This could include their area of study, interests, strengths, and what they are looking to get out of their experience.

7. Set goals

Advise participants to highlight skills gaps or what they would like to learn as part of the programme and set goals to create medium and long-term development plans and review periods. You could use the SMART goals framework to set this.

8. Track progress

Ensure progress is tracked through check-ins on a HR platform like People First and both mentors and mentees offer feedback throughout. By logging these meetings, both parties can revisit the check-in, track progress over time, and work together on a shared path.

9. Collect feedback

Collect feedback from all participants so you can ensure the programme evolves to best support your people. A quick survey ensures all responses are collated centrally and are easy to analyse.

10. Review and improve

Review the scheme against the original problem(s) you planned to solve and share the success. If you have identified any reverse mentoring success stories, think about how you can share them internally to encourage others to join.

Looking to improve your operational excellence? Our MHR experts work with you to drive efficiencies across your HR, payroll and finance functions. [Find out how we can help you.](#)