# Mentorloop

# Mentoring Program Calendar Template

## For Program Coordinators



Program Name: _____

**2026 Mentoring Calendar**

| January | February | March | April | May | June |
|---|---|---|---|---|---|
| Phase: | Phase: | Phase: | Phase: | Phase: | Phase: |
| Org events: | Org events: | Org events: | | | |
| Tasks: | Tasks: | Tasks: | | | |
| Stakeholders: | Stakeholders: | Stakeholders: | | | |

| July | August | September | | | |
|---|---|---|---|---|---|
| Phase: | Phase: | Phase: | | | |
| Org events: | Org events: | Org events: | | | |
| Tasks: | Tasks: | Tasks: | | | |
| Stakeholders: | Stakeholders: | Stakeholders: | | | |

## Recommended resources from the Help Hub

### Recruit / Relaunch

- Customer Media Kit
- 3 Mentoring Program Recruitment Styles, Explained
- Identifying your Mentoring Champions
- How to Get Senior Leaders to Mentor
- The why behind mentoring
- Going from mentee to mentor
- How to invite participants
- A beginner's guide to program recruitment
- Program relaunch guide
- Freshening up your program for success
- How to host a launch event
- What to do if you don't have enough mentors

### Momentum

- How to help your participants adopt Mentorloop
- Connect your calendar and set your availability
- When should you use Group Loops?
- Barriers to great mentoring conversations (and how to overcome them)
- How to message participants and manage your communications
- Using Sentiment to identify inactive participants and maintain an active cohort
- How to run your program in 30 minutes a week
- Program management playbook (including communicaiton templates!)

### Match

- How to create a match
- Mentorloop Smart Match
- Self match best practice
- Improving your program's match rate
- Navigating Mentorloop for mentors and mentees

### Measure

- Closing Loops
- How to improve your program's MQS
- Getting your budget proposal right
- Nailing your Mentorloop Impact Award submission
- Carrying out an end of year review
- Overcoming common program challenges

# Remember your reflections

| What's working well? |
| --- |
|  |

| What resources do we have? |
| --- |
|  |

| What's not working well? |
| --- |
|  |

| What is the recruitment style? |
| --- |
|  |

| What are the non-negotiable organizational anchors? |
| --- |
|  |

| Who needs to be involved when? |
| --- |
|  |

# Choose your phase for the month

**Mentorloop**

## Recruit / Relaunch

- [ ] Export program data and PDF report
- [ ] Identify and message inactive loops
- [ ] Identify and message inactive participants
- [ ] Remove inactive participants
- [ ] Review/update signup form
- [ ] Review/update Program settings
- [ ] Review/update Recommended reading
- [ ] Promote program
- [ ] Monitor Signups
- [ ] Monitor Participant growth
- [ ] Host a webinar/event

## Momentum

- [ ] Monitor Match rate
- [ ] Encourage Goal setting
- [ ] Send Custom Pulse Survey
- [ ] Review Sentiment
- [ ] Engage participants using Bulk message
- [ ] Rematch people who have closed their loops
- [ ] Encourage Self match
- [ ] Re-engage inactive Participants
- [ ] Encourage survey responses
- [ ] Host a webinar/event
- [ ] Promote program and recruit participants
- [ ] Consider Group Loops
- [ ] Remind participants to connect their calendar and book meetings

## Match

- [ ] Create draft Loops
- [ ] Turn on Self match
- [ ] Turn off Self match
- [ ] Run Smart Match
- [ ] Review Draft Loops
- [ ] Publish Loops
- [ ] Encourage Self match
- [ ] Troubleshoot matches
- [ ] Create Group Loops

## Measure

- [ ] Visit Infographics
- [ ] Export program data and PDF report
- [ ] Send Custom Impact survey
- [ ] Identify Mentoring Champions
- [ ] Gather testimonials/feedback
- [ ] Analyse strengths and areas for improvement
- [ ] Review program goals
- [ ] Put together budget proposal
- [ ] Apply for Mentorloop Impact Award
- [ ] Close inactive loops

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**Mentorloop**

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Mentorloop **2026 Mentoring Calendar**

## January

Phase:

Org events:

Tasks:

Stakeholders:

## February

Phase:

Org events:

Tasks:

Stakeholders:

## March

Phase:

Org events:

Tasks:

Stakeholders:

## April

Phase:

Org events:

Tasks:

Stakeholders:

## May

Phase:

Org events:

Tasks:

Stakeholders:

## June

Phase:

Org events:

Tasks:

Stakeholders:

## July

Phase:

Org events:

Tasks:

Stakeholders:

## August

Phase:

Org events:

Tasks:

Stakeholders:

## September

Phase:

Org events:

Tasks:

Stakeholders:

## October

Phase:

Org events:

Tasks:

Stakeholders:

## November

Phase:

Org events:

Tasks:

Stakeholders:

## December

Phase:

Org events:

Tasks:

Stakeholders: