

# The L&D Leader's Pre-Pitch Checklist

## The 10 Essential Requirements

Before you head into the boardroom, ensure you can tick off these ten essential requirements for a solid mentoring foundation:

- **Objective Defined:** Have you identified the specific business problem mentoring will solve (e.g., retention, leadership gaps)?
- **Executive Sponsor:** Do you have at least one high-level leader who will champion the scheme?
- **Matching Criteria:** Have you decided how mentors and mentees will be paired (e.g skills-based, career-path based)?
- **Resource Allocation:** Have you secured a budget for training or a dedicated amount of working hours for participants?
- **Training Plan:** Do you have a plan to train mentors so they understand boundaries, ethics, and coaching techniques?
- **Success Metrics:** Are your KPIs clearly defined and measurable?
- **Pilot Group:** Have you identified a small department or team to test the scheme with first?
- **Communications Plan:** How will you announce this to the wider company to generate excitement?
- **Technology/Tools:** Have you decided how you will track meetings and progress (e.g., a simple spreadsheet or a dedicated platform)?
- **Sustainability Strategy:** Do you have a roadmap for what happens after the first six months?