



# Peer Mentoring Toolkit

Step-by-Step Support for  
Program Managers Crafting  
Peer Mentoring Success



# Introduction

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Welcome to the Vygo Peer Mentoring Toolkit, designed to help you build a successful peer mentoring program using **Vygo's 4D** Concept:

**D**iscover, **D**esign, **D**eliver, **D**issect. Each step will guide you through understanding your students' needs, crafting your program, delivering an engaging experience, and evaluating success for continuous improvement.



# Contents

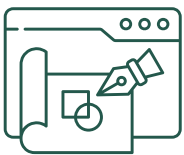
This toolkit is divided into 4Ds



1

## Discover

Understand your students' or participants' specific needs. This step will help you identify challenges, support gaps, and expectations to ensure your program meets those needs.



2

## Design

Build the framework for your program by outlining objectives, creating a timeline, and developing a training plan for mentors. This step sets the foundation for a successful program.



3

## Delivery

Launch your program and promote it effectively. Ensure a smooth onboarding process for mentors and mentees while using various communication channels to attract participants.



4

## Dissect

Analyse and evaluate the program's performance. Collect data-driven insights to measure success, address areas for improvement, and continuously enhance your program.



# Step 1 Discover



## Understanding Your Students Needs

Before building your program, it's essential to identify the specific needs of your students or participants. What challenges are they facing? What gaps in support exist? What are their expectations for a mentoring program?

## Worksheet

- List the primary challenges and needs of your target student population.
- Identify existing support systems and any gaps in support.
- Survey or conduct focus groups to gather student feedback and expectations.

### Student Needs Assessment

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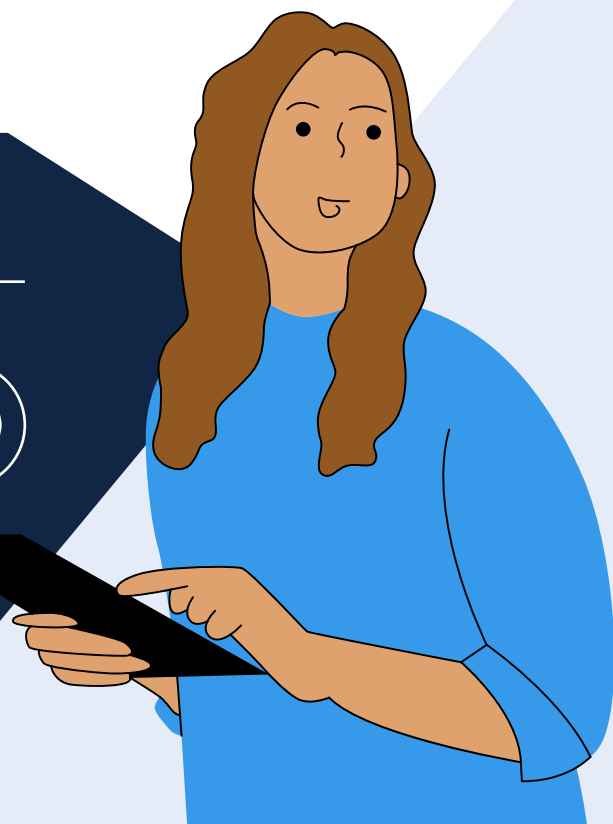


## Recommended Reading

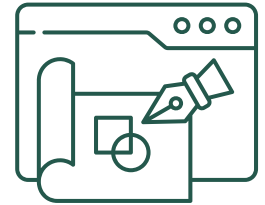
Student Needs Assessments: Laying the Foundation for Peer Mentoring Success



Student Development Theory



# Step 2 Design



## Crafting Your Program

Define the program's structure, objectives, and desired outcomes. How will the program be delivered (e.g., online, in-person, hybrid)? What is the program's timeframe? What kind of training and support will mentors receive?

## Worksheet

- Outline program objectives and key performance indicators (KPIs).
- Develop a program timeline with key milestones and activities.
- Create a mentor training curriculum and support resources.

### Program Design Blueprint

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## Recommended Reading

Build a Custom Peer Mentoring Program for Student Success



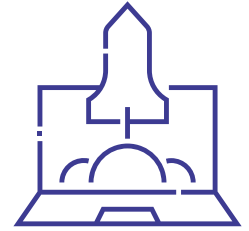
Mentor Training Curriculum



Peer mentoring program Execution timeline



# Step 3 Delivery



## Launching and Promoting

Effectively launch your program and promote it to attract participants. Utilise various communication channels to reach your target audience while creating a welcoming and inclusive onboarding experience for mentors and mentees.

## Worksheet

- Develop a marketing and communication plan.
- Create onboarding materials and resources for mentors and mentees.
- Plan a launch event or orientation session.

### Program Launch Checklist

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## Recommended Reading

Effective Launch Strategies >>

Ten ways to build program traction >>

Communication Toolkit for program launch >>



# Step 4 Dissect



## Analyse and Evaluate

Thoroughly examine the program's performance and gather data-driven insights. Evaluate participant engagement, program effectiveness, and the achievement of initial objectives.

## Worksheet


- Gather data on participant satisfaction, engagement levels, and program outcomes.
- Conduct surveys, focus groups, and individual interviews to gather feedback.
- Analyse data to identify areas of strength and areas for improvement.

### Program Evaluation Framework

[DOWNLOAD NOW](#)



## Recommended Reading

[A Guide to Effective Evaluation Methodologies](#) 

[How to Use Vygo's Reporting Tools](#) 

[Best practices when using the Vygo Insights](#) 



*By incorporating this "Dissect" step, you create a dedicated space for the crucial evaluation phase, allowing for continuous improvement and refinement of the mentoring program.*