

Quality Practice Checklists

7. Orientation

This list comes from a full set that was originally printed in 'A Guide to Effective Practice for Mentoring Young People', 2007, Office for Youth, Department of Planning & Community Development'

Key Points

Orientation to the program is important for both mentors and mentees. Orientation:

- May occur separately or jointly for mentees and mentors, depending on the nature and focus of your program.
- Should occur prior to the matching process.
- Should involve all staff in the program whether paid or volunteer.
- Should include, where relevant, parents/carers to address any of their fears, concerns as well as to encourage their support with communication, feedback and celebration.
- Should include ex-mentors and ex-mentees to present their 'stories'.

Checklist

- Program overview, including:
 - Vision, purpose, values and program goals
 - Job descriptions, roles and responsibilities
 - Key dates and time frames
 - Program policies, including reporting, evaluation, and reimbursement
- Description of the mentor role and responsibilities, including:
 - Eligibility and suitability requirements
 - Screening process
- Level of commitment expected (time, energy, flexibility).
- Expectations and restrictions, including:
 - An agreed standard of positive communication
 - Accountability
 - Confidentiality and Privacy
 - Duty of Care
 - Liability
 - Procedures for changing plans, problem solving, and conflict resolution
 - When to refer? Seek help? Who do you go to first?
- Benefits and rewards of mentoring
- Discussion time
 - Time for potential mentors and mentees to share their aims and concerns separately, with their peers. This can be catalyst to forming a support group or

network of participants.

- Question & answer time at the end for attendees to:
 - Clarify expectations
 - Leave feeling empowered to make an informed decision

- Mentor application pack, including:
 - Why do you want to mentor? What are your expectations?
 - Who would you prefer to mentor? (age, gender etc).
 - What are your special interests? Skills?
 - Release forms for police checks
 - Statement of Agreement: to comply with the program guidelines
 - For the diary: schedule of next mentor training