

Quality Practice Checklists

9. The Mentor Training Program

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

- Before embarking on mentor training volunteers must have attended orientation and submitted their mentor application documents.
- Mentors should ideally complete their training before being matched with a mentee.
- Assessment of participation and contribution during the mentoring training program can also be used as part of mentor screening.

Checklist

Ensure the following topics are covered:

- The responsibility of the mentor/Duty of Care
 - Policies and procedures already in place within your organisation
 - DO's and DON'Ts of relationship management
 - "Working with Children" and other relevant legislative obligations
 - Confidentiality and liability, e.g.: report concerns to the co-ordinator if the Mentee shares information that refers to illegal activity or puts the Mentee or others at risk
 - Specific issues related to the mentee group e.g. cultural/heritage and disability – sensitivity and appreciation training
- Establishing the mentoring relationship
 - Positive Communication: sharing, active listening
 - Embracing the mentoring cycle, from "Getting to know you" to saying "Goodbye"
 - Building trust, dealing with emotions and families
 - Understanding the stages of adolescence including the biological and social pressures placed on young people today
 - Who is "Generation Y and Z"? Why are they different to other generations?
 - Cultural awareness
- Helping the mentee along their way
 - Strategies for life-planning; clarifying values, establishing needs and wants that encourage personal empowerment
 - Motivation, goal setting, prioritising, time management, problem solving
 - The social services accessible in the area and how to make the most of them
- Mentor support system: structured and ongoing
 - Mentor get-togethers, building into a support network
 - A 'mentor the mentor' program
 - Ongoing, regular training opportunities, able to be adapted as needs arise
 - Opportunity for debriefing and counselling through the support of the coordinator