

# Mentor Training Agenda

DATE \_\_\_\_\_

TIME \_\_\_\_\_

LOCATION \_\_\_\_\_

SECTION	TITLE	DESCRIPTION
1	Introductions	Meet your fellow mentors
2	Job description	Detailed list of topics the mentor is expected to review with each orientee during the orientation process
3	Mentor Agreement	Agreement to be signed by each mentor confirming his or her commitment to the Mentor Program
4	Skills competency verification	Mentors will demonstrate knowledge and competence in skills they are expected to teach to orientees
5	Skills demonstration checklist	Checklist mentors will complete, sign, and date when an orientee has demonstrated the knowledge and competence related to his or her respective discipline
6	Timeliness of paperwork	Schedule detailing the timeline for submitting completed paperwork
7	Learning styles and personalities	Recognizing and understanding varied personalities and styles of learning and how to relate to them
8	Additional training	Ongoing training sessions for mentors to enhance their skill sets and to learn new ways to teach new team members
9	Characteristics of a good mentor	Qualities every good mentor must possess

*continued*

# Mentor Training Agenda *cont.*

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1. **Introductions:** Have the mentors introduce themselves and state the reasons why they have chosen to become mentors and their goals for the mentoring program.
2. **Job description:** Provide a comprehensive list of all of the duties mentors will be expected to perform while guiding new staff, including becoming oriented to the Neighborhood, teaching policies and procedures, assessing skills, completing orientation checklists, submitting completed paperwork, etc.
3. **Mentor Agreement:** Have each mentor read and sign the Mentor Agreement. Provide a signed copy for them to keep for their records.
4. **Skills competency verification:** Review the skills each mentor will be required to observe according to discipline and the process for verifying an orientee's competency through either written exam or return demonstration.
5. **Skills demonstration checklist:** Provide a copy of the skills demonstration checklist used to verify the skills of orientees. Test skills related to each discipline. Ensure the mentors understand each task on the checklist. The mentor will observe each skill and document whether the orientee performed each one within expectations or whether the orientee needs additional training. Create the checklist based on the services offered by your community and the guidelines for each individual disciplines' scope of practice. Abide by your local, state, and federal regulations as well as the policies and procedures of your community.
6. **Timeliness of paperwork:** Provide a timeline detailing when completed paperwork is due in order to receive compensation for mentoring. Define the consequences if paperwork is incomplete or late.
7. **Learning styles and personalities:** Describe the varied adult learning styles and personalities the mentors will encounter in working with orientees and provide suggestions on ways to train and teach. Let the mentors know that not everyone can adapt to another person's style of learning or teaching and it is perfectly acceptable for an orientee to request a different mentor. Reinforce the fact that if this does occur, it is not necessarily a reflection of the mentor's skills or talent.
8. **Additional training:** Provide a calendar with scheduled dates for ongoing training classes and emphasize that mentors are expected to make a commitment to attend each session. Encourage mentors to make suggestions for training they would like to participate in or feel they need.
9. **Characteristics of a good mentor:** Describe the qualities that a good mentor possesses, such as the following:
  - assumes responsibility for imparting knowledge and skills to orientees
  - demonstrates a positive attitude and admirable behavior
  - possesses excellent communication skills
  - committed to upholding and exemplifying the mission statement of the organization
  - serves as a resource for information, encouragement, and inspiration
  - sets professional and personal goals and strives to achieve them
  - places a high value on continuing education