

Sample Mentor Training Agenda

- 8:30 Registration and Refreshments
- 9:00 Welcome and Introduction – *Project Director*
- 9:45 Overview of Our Organization – *Lead Trainer*
- 10:00 Overview of Mentoring – *Lead Trainer*
- 10:30 Break
- 10:45 Special Characteristics of Our Youth – *Program Staff & Outside Speaker*
- Who they are (demographics and personal histories)
 - Strengths and concerns of our youth
 - Our hopes for their future
- 12:00 Lunch
- 1:00 Our Mentoring Program – *Project Director*
- Program Structure and Philosophy
 - Mentor Commitment
 - Policies and Procedures
- 1:30 Mentoring Skills and Tools – *Lead Trainer & Panel of Former Mentors*
- Effective Communication
 - Body Language
 - Open Ended Questions
 - Tips from Past Mentors
- 2:15 Boundaries of the Relationship and Dealing with Difficult Issues – *Lead Trainer*
- 2:45 Mentor Support from the Program – *Lead Trainer*
- 3:00 Activities You Can Do with Your Mentee – *Program Staff*
- 3:10 Building Trust (a short exercise) – *Lead Trainer*
- 3:25 Match Closure
- 3:45 Q & A, Wrap-up
- 4:00 Adjourn