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