

# 7. Orientation and training of mentors and mentees.

This section provides guidance on how to prepare and train participants in a mentoring program from the commencement of the program.

It provides session plans, PowerPoint slides and supporting materials to enable LDATs to deliver evidence-based training to mentors that supports them to develop the knowledge, skills and attitudes needed to effectively mentor a young person.

### Session Plans Overview

Two session plans are provided for LDATs:

1. Orientation session plan – the orientation session contains general, introductory information on the mentoring program. LDATs should deliver an orientation session to both mentees and mentors.
2. Training session plan – the training is specifically for mentors. The training supports mentors to develop the knowledge, skills and attitudes needed to effectively mentor a young person. LDATs may wish to include young people in some elements of the training.

LDATs are expected to cover all of the information in the orientation session plan and training session plans.

### Orientation Session Plan

<b>Audience:</b>	Mentees (young people) and mentors.
<b>Facilitator:</b>	LDAT staff / Mentoring Program Coordinator
<b>Duration:</b>	30-60 minutes
<b>Session objective:</b>	To ensure program participants receive appropriate preparation for participation in mentoring.

### Delivery:

LDATs are expected to cover all of the information in the orientation session plan, with a high degree of flexibility in how the content is delivered. LDATs can deliver this information in a number of ways, including:

- separate or joint sessions for mentees and mentors
- combine the orientation session and the training session and deliver them together, rather than separately
- deliver as a group session or individual sessions with program staff
- face-to-face or virtually.

### Considerations:

LDATs may wish to:

- involve program staff in the session
- include ex-mentors and ex-mentees to present their experience of the program
- include, where relevant, parents/carers to encourage their support with communication, feedback and celebration.



## Mentoring Program Orientation Session Plan

### Agenda

				Supporting material		
Item	Description	Outcomes	Time	Guide Content	PPT slides	Activities and resources
1	Acknowledgement of Country, Introductions and welcome, Session overview, objectives and outcomes		10 mins		1-3	Activity: Ice-breaker Activity Introductions (Box 7)
2	Introduction to mentoring Slides 4, 5,	<ul style="list-style-type: none"> <li>Explore the definition of mentoring</li> <li>Understand the benefits of mentoring, including how mentoring programs can help to prevent and minimise alcohol and other drug harms</li> </ul>	10 mins	Section 3a: What is mentoring?  Section 3B: Benefits of mentoring	4-5	Handout: Benefits of mentoring
3	Mentoring program overview	<ul style="list-style-type: none"> <li>Understand the scope of the mentoring program, including:               <ul style="list-style-type: none"> <li>- Vision, Mission and Values Statement</li> <li>- Target audience</li> <li>- Focus</li> <li>- Mode (delivery method, relationship)</li> <li>- Setting</li> <li>- Program timeframe</li> </ul> </li> </ul>	5 mins	Section 4a: Define the scope of the mentoring program	6-8	Community Action Plan Program Brochure
4	Roles and responsibilities	<ul style="list-style-type: none"> <li>Understand the roles and responsibilities of mentors and mentees</li> <li>Explore expectations and boundaries of the mentoring relationship and become familiar with relevant policy and procedures</li> <li>Introduce the LDAT and program staff/ volunteers, and discuss their role in monitoring and supporting mentors and mentees throughout the mentoring relationship.</li> </ul>	15 mins	Section 5a: Roles and mentors and mentees  Section 11: Policies and Procedures  Section 4D: Program management and the role of LDATs	9-13	Sample Mentee Role Description Sample Mentor Role Description Policy and procedures for mentors and mentees.  <b>Mentor:</b> 15 – Privacy and Confidentiality 16 – Crises and after-hours support 17 – OHS Including Risk Assessment 20 – Code of Conduct 25 – Sexual Harassment

Agenda

				Supporting material		
Item	Description	Outcomes	Time	Guide Content	PPT slides	Activities and resources
				Section 9: Monitoring and supporting the match		31 – After Hours Support 32 – Critical Incidents 33 – Responding to Young People’s Issues and Behaviours 36 – Substance or Drug Use Policy 43 – Ethical Guidelines 44 – Romantic Relationships  <b>Mentee:</b> 15 – Privacy and Confidentiality 20 – Code of Conduct 25 – Sexual Harassment 34 – Rights and Responsibilities of Young People 36 – Substance or Drug Use Policy  Debriefing meeting agenda Sample meeting progress record Match Agreement
5	Effective mentoring	<ul style="list-style-type: none"><li>Understand the characteristics of strong, successful and sustainable mentoring programs</li></ul>	5 mins	Section 4B: Good practice principles	14	
Close					15	

# Mentoring

## Training Session Plan

<b>Audience:</b>	Mentors
<b>Facilitator:</b>	LDAT staff member / Mentoring Program Coordinator
<b>Duration:</b>	To be determined by the LDAT.  The Youth Mentoring Benchmarks advise that pre-match training should not be less than six hours. LDATs may choose to deliver the content in one session or a number of shorter sessions (e.g. 1 hour).
<b>Session objective:</b>	To support mentors to develop the knowledge, skills and attitudes needed to effectively mentor a young person. preparation for participation in mentoring.

## Delivery:

LDATs are expected to cover all of the information in the training session plan, with a high degree of flexibility in how the training is delivered. LDATs can deliver this information in-person (face-to-face) or online (virtually), or using a combination of the two. LDATs may choose to deliver the content across a number of sessions of different lengths, for example:

- a half-day in-person workshop, followed by two 1-hour online sessions
- six 1-hour online sessions

Different ways of delivering the training will suit the needs of the different LDATs and mentor participants.

Regular breaks are recommended, particularly for online/virtual sessions.

## Considerations:

LDATs may wish to:

- involve mentees (young people) as participants in some elements of the training
- conduct a quick pre-training quiz to assess people's knowledge base so that you can aim your content at the right level
- involve program staff in the session
- include ex-mentors and ex-mentees to present their experience of the program.



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## Mentoring Program Training Session Plan

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				Supporting material		
Item	Description	Outcomes	Time	Guide Content	PPT slides	Activities and resources
1	Acknowledgement of Country, Introductions and welcome, Session overview, objectives and outcomes		15 mins		1-3	Pre-training quiz Activity: Ice-breaker Activity Introductions (Box 7)
2	AOD harm prevention	Understand important concepts in the AOD field, including: <ul style="list-style-type: none"> <li>Alcohol and Drug Use</li> <li>Prevention of alcohol and drug harms, including risk and protective factors and how mentoring programs can help to prevent and minimise alcohol and other drug harms</li> <li>Reducing Stigma</li> </ul>	30-60 mins	Section 2: Background information	4-7	Diagrams: Drug use stages and drug triangle  Infographic: Prevention of alcohol and drug harms  Fact sheet: Ten tips about language
3	Young People	<ul style="list-style-type: none"> <li>Understand alcohol use and harms</li> <li>Understand why younger people are particularly vulnerable to alcohol-related harms</li> <li>Become familiar with the developmental stages of youth</li> <li>Gain insights into young people</li> </ul>	30-60 mins	Section 2E: Alcohol and Young People	8-11	Fact sheet: Developmental stages of youth
4	Roles and Responsibilities of Mentors	<ul style="list-style-type: none"> <li>Understand the roles and responsibilities of mentors</li> <li>Explore expectations and boundaries of the mentoring relationship</li> <li>Become familiar with the Code of Conduct</li> </ul>	30-60 mins	Section 5: Recruitment of Mentors and Mentees  Section 6: Screening and Selection of Mentors and Mentees	12-13	Sample Mentor Role Description  Code of Conduct  Statement of skills achieved

## Mentoring Program Training Session Plan

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Item	Description	Outcomes	Time	Guide Content	PPT slides	Activities and resources
5	Program policies and procedures	<ul style="list-style-type: none"> <li>• Become familiar with the program policies and procedures, including:</li> <li>• confidentiality, privacy and risk management issues</li> <li>• ethical issues that may arise related to the mentoring relationship</li> <li>• Working With Children Check and other obligations</li> </ul>	30-60 mins	Section 11: Policies and Procedures	14	Policies and Procedures for mentors. 15 – Privacy and Confidentiality 16 – Crises and after-hours support 17 – OHS Including Risk Assessment 20 – Code of Conduct 25 – Sexual Harassment 31 – After Hours Support 32 – Critical Incidents 33 – Responding to Young People’s Issues and Behaviours 36 – Substance or Drug Use Policy 43 – Ethical Guidelines 44 – Romantic Relationships
6	Communication and Relationships	Develop relationship building skills, including building an understanding of the do’s and don’ts of relationship management.  Develop communication skills, including: <ul style="list-style-type: none"> <li>• limit setting</li> <li>• conflict management</li> <li>• tips for building trust and overcoming difficulties</li> </ul>	60-90 mins	Section 7B: Communication strategies  Section 7C: Building relationships	15-17	Activity: Situations mentors face (video and scenario cards)  Handout: Communication strategies  Activity: Communication and limit setting skills (fact sheet and scenario cards)  Handout: The ‘do’s’ and ‘don’ts’ of building effective mentoring relationships

## Mentoring Program Training Session Plan

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Item	Description	Outcomes	Time	Guide Content	PPT slides	Activities and resources
7	Working with different groups and cultures	Build cultural awareness and knowledge and skills around culturally appropriate practices	20 mins		18	<p>Fact sheet: Cultural awareness</p> <p>Fact sheet: Understanding people with disabilities</p> <p>Engaging multicultural communities guide  <a href="https://cdn.community.adf.org.au/media/documents/ADF_ConnectingDiversityGuide.pdf">https://cdn.community.adf.org.au/media/documents/ADF_ConnectingDiversityGuide.pdf</a></p> <p>LGBTI resource  <a href="https://cdn.community.adf.org.au/media/documents/LDAT_LGBTI-Resource-final.pdf">https://cdn.community.adf.org.au/media/documents/LDAT_LGBTI-Resource-final.pdf</a></p>
Close					19	Post-training evaluation quiz



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