 

Task List

Based on the *Elements of Effective Practice* toolkit developed by MENTOR (www.mentoring.org)

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| Task | Responsible Party | Date Completed |
|  |  |  |
| Get management buy­in (use  *Management Buy­in PPT*) |  |  |
| Contact and meet with the local  SkillsUSA representative(s) and teachers |  |  |
| Set program goals and objectives (use  *Mentoring Program Outline* and  *Establishing Goals & Objectives*) |  |  |
| Establish policies and procedures  (based on individual company policies & procedures) |  |  |
| Develop a program budget: (use  *Budget Template*) |  |  |
| Conduct awareness & information sessions for potential mentors (use *Mentor Recruitment Session* and distribute *Mentor Job Description* and *Characteristics of Good Mentors* at the  session) |  |  |
| Screen potential mentors (use *Mentor*  *Application* and *Mentor Interview Form*) |  |  |
| Obtain list of potential mentees (use  *Teacher Recommendation Form*) |  |  |
| Have mentors complete paperwork (use *Mentor Profile*, *Mentor Agreement*, *Mentor Release*  *Statement,* and *Mentor Confidentiality Agreement*) |  |  |
| Have mentors and mentees complete their profiles (use *Mentor Profile* and  *Mentoring Program Student Profile*) |  |  |
| Match mentors with mentees |  |  |

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| Host mentor orientation (use *Orientation Plan* and *Orientation Agenda for Mentors*; distribute *Orientation—Building Relationships*, *Orientation—Exploring Diversity*, *Orientation—Communication Skills*, *Mentor/Mentee Get to Know You*, and  *Mentor Resources*) |  |  |
| Have mentors complete paperwork (use *Mentor Profile*, *Mentor Agreement*, *Mentor Release*  *Statement*, and *Mentor Confidentiality Agreement*) |  |  |
| Host mentee/parent­guardian orientation (distribute *Mentee­Parent Agreement*, *Characteristics of Good Mentees*, and *Guidelines and Ground Rules for Parents*; ask parents to sign  agreement before they leave) |  |  |
| Coordinate with mentors, SkillsUSA teachers, and mentees to schedule  mentoring sessions |  |  |
| Provide ongoing support and monitoring of mentoring relationships, such as helping mentors to define goals and next steps; bring mentors together to share ideas; establish a process to manage grievances, resolve issues, and offer positive feedback;  assist mentors/mentees whose relationships are not working out |  |  |
| At the end of the program, sponsor a recognition event with mentors,  mentees, teachers, and parents/guardians |  |  |
| Host a follow­up meeting with mentors to get their feedback on the  effectiveness of the program |  |  |
| Host a follow­up meeting with mentees  and teachers to get their feedback on the effectiveness of the program |  |  |
| Produce a report on the program’s  strengths, weaknesses, and recommendations for the future |  |  |