

# Your Agency Name

## Youth Mentoring Program

### Mentee Orientation Outline (Pre-Match)

#### Session Title

Assign a Title to Training/Orientation (i.e. Building Foundations, Making Connections, etc.)

#### Time Target

60 minutes

#### Invitees

All youth that have applied and been accepted and a parent/caregiver  
Parents/Caregivers/Youth interested in the program  
(Note: consider one-on-one orientation for youth younger than nine)

#### Objectives

- Develop a basic understanding of the program
- Explore the possible benefits of mentoring
- Explain mentee (and parent/guardian) roles and expectations
- Help youth/families determine if they want to complete an application and continue through the screening process

#### Agenda

1. Introduction (10 minutes)
  - a. Introduction of Staff
  - b. Icebreaker: Introductions. Conduct interactive group activity that allows mentees and parents/guardians to get more comfortable in the group
2. \*What is mentoring? (5 minutes)
  - a. \*Definition
  - b. \*What a mentor can do for you
3. Why youth mentoring at **Agency Name**? (5 minutes)
  - a. Mission, goals of agency
  - b. Eligibility
  - c. What it looks like here (on-site, standard time each week)
4. (when appropriate and available) Have a current mentor and mentee speak (5 minutes)
5. \*Overview of our program (15 minutes)
  - a. \*What the weekly sessions will look like (sign-in each week, types of activities)
  - b. \*Potential off-site activities
  - c. \*Do's and don'ts
  - d. \*Characteristics of good mentors & mentees / Getting the relationship started well
  - e. \*The importance of being dependable

- i. Commitment (1 year, weekly, about an hour)
  - f. \*Confidentiality
  - g. \*Conduct guidelines & consequences
6. Program paperwork policies: participation in evaluation and surveys (5 minutes)
7. Overview of processes (10 minutes)
  - a. How we screen mentors
  - b. Matching process
8. Wrap-up (5 minutes)
  - a. Important Names and Phone Numbers (Who to contact if there is a problem)
  - b. Schedule of upcoming mentee training, matching of mentees with mentors and group activities
  - c. If needed, collect any additional paperwork

Things to Consider:

- Ideal to provide orientation within a 45 minute timeframe versus 60 minutes when working with children/teens. Identify what needs to be presented and what can be put in a handbook. Discern if your population of participants would be better served if there is an Orientation for interested people and an "orientation-training" for people already enrolled.
- May consider having separate agendas for youth and parents.
- NCMI requires: Program overview; Eligibility requirements; Program description; Time commitments; Expectations of mentors, mentees, and parents/guardians