

Training Topics for Staff

1. **Defining the Program**
 - a. Goals and philosophy
 - b. Policies and guidelines
 - c. Structure and format
 - d. Staffing
2. **Recruiting Mentors**
 - a. Essential characteristics
 - b. Sources of potential mentors
 - c. Screening criteria and procedures
 - d. Contracting with mentors
3. **Matching Mentors and Youth**
4. **Training Mentors/Orientation**
 - a. Assessing mentor needs
 - b. Designing training sessions
 - c. Working within mentors' time constraints
 - d. Helping mentors increase knowledge, comfort and skills for working with youth
5. **Preparing the Mentee**
 - a. Assessing needs
 - b. Recruitment criteria and strategies
 - c. Getting input from youth
 - d. Making the program appealing
6. **Supervising Mentors**
 - a. Managing volunteers
 - b. Avoiding mentor burnout
 - c. Maintaining communication
 - d. Recognizing and rewarding mentor contributions
 - e. Promoting networks among mentors
7. **Developing Programs**
 - a. Review of literature (current trends, research findings)
 - b. Identification of model programs
 - c. Curriculum development
 - d. Meeting ongoing needs of the program
 - e. Identification of resources (films, activities, community programs)
8. **Evaluating Programs**
 - a. Process evaluation (feedback from staff, mentors and mentees to improve the program)
 - b. Outcome evaluation (impact of the program on mentees)

9. Opportunities for Sharing Among Mentoring Organizations
(problem-solving, administrative procedures, successes)

10. Specific Content Training
(substance abuse, sexuality, teen pregnancy, etc.)