



Training and Expectations for Mentor Status

Mentor Agreement

Candidates selected for mentor training are those who have achieved certification/accreditation as group leaders for the parent, teacher or child programs. They have had extensive experience delivering numerous groups and have a desire to mentor and support new group leaders. In addition to their advanced clinical skills they have been recognized by accredited mentors, trainers and their agency supervisors for their excellent leadership skills and training capabilities.

Mentor-in-Training

After nomination by an accredited mentor or trainer, the candidate will:

- Submit an additional group tape (post certification) for ongoing feedback and supervision from trainer.
- Attend consultation workshops.
- Participate with a trainer or mentor in leading a consultation day, and when possible attend peer coaching training.
- Watch a trainer or mentor do a workshop (following the training protocol checklist).
- Participate with a trainer in co-leading a workshop (each day mentor does more of the training)
- Decide with the trainer if mentor is ready to do a workshop alone (maybe decide to co-lead a second workshop with a trainer).
- Lead a workshop independently and videotape parts of training to be sent to trainer (no more than 3 hours)
- Submit videotape of workshop, list of participants, attendance and evaluations of workshop to IY.
- Begin to mentor new group leaders by co-leading with them.

*see checklist of training steps for more details.

Certified Mentors

Once mentors have been accredited or certified, then s/he can offer “authorized” workshops in their agency or specified district (area determined in discussion with IY). Mentors are responsible for setting up the venue, deciding on the fee (if there is one), advertising, arranging food and handouts etc. (see tips for setting up a workshop handout)

A certified mentor agrees to the following:

- To let IY administrator (Lisa St George) know prior to delivering a workshop of the dates and place of the workshop. This may be posted on web site if desired.
 - To adhere to workshop protocol checklists to be sure core training components are covered.
 - To provide standard workshop handouts & check with Lisa that the most current handouts are being used.
- To only offer the workshops to trainees within the mentor's defined agency/district. Workshops outside a mentor's agency/district is by prearranged agreement with Incredible Years, on a case-by-case basis. (10% rule allows 10% of participants to come from out of the mentor's district).

A certified mentor submits to IY the following materials immediately upon completion of a workshop:

- _____ names and addresses are completed on database
- _____ background questionnaires completed by participants
- _____ completed workshop checklist
- _____ daily participant evaluations (tallied on summary sheet)
- _____ payment of \$25/participant fee (Lisa will invoice you, or you may send with evaluations)

Mentor consultation and support for new group leaders within agency

In addition to mentors offering workshops within the mentor's agency or district, a mentor is expected to provide ongoing mentoring/consultation and support to group leaders who have received their training workshops. This may be done in the form of videotape reviews, telephone consultation, group review of videotapes and/or consultations.

Mentor continuing supervision and consultation

Mentors are expected to participate in mentor meetings and consultations with IY trainers every 1-2 years. During these mentor meetings new materials and new research will be presented. In addition, mentors meet to share videotapes of their workshops, groups, and supervision. They share new approaches they have used to training parents and/or new group leaders.

By signing below I am indicating agreement to the above terms:

Candidate