

Mentor Program Task List

Updated: 4/10/2019

| | Task | Responsible | Due by | Comp. | Notes |
|-----|--|---------------------|-------------------------|-------|---|
| 1. | Provide Mentor Training date(s) to MG Program Coordinator for calendar | Mentor Coor | January | X | |
| 2. | Reserve room for Mentor Training | Cathy | | X | |
| 3. | Reserve room for Certification Plan Workshop | Mary | | X | |
| 4. | Identify person responsible for observing class to help with mentor matching | | | X | |
| 5. | Have class members fill out Information Sheet – includes DCC info | Mary | Early March | X | |
| 6. | Make copies of Info sheets for Mentor Coordinators & mentors | Program Coordinator | | X | |
| 7. | Solicit for mentors | Cindy | | | |
| 8. | Complete mentor matching | | 4/3 | X | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | Mentor Training | | | | |
| 12. | Ask for RSVP for Mentor Training | | | | |
| 13. | Draft training ppt to mentor coordinators | Mary | | X | |
| 14. | Update handout for mentors | Cindy & Mary | | | |
| 15. | Provide copies of class photos for mentors | Mary | | X | |
| 16. | Purchase and prepare folders for mentors | Cindy | | | |
| 17. | Hold mentor training session | | 4/10 | 4/10 | |
| 18. | Remind mentors and mentees about attending Certification Plan Workshop & Welcome meeting | Cindy | 2 weeks before workshop | | |
| 19. | | | | | |
| 20. | Certification Plan Workshop | | | | |
| 21. | Ask for RSVP of Mentors so you know who will be there | | | | Need to assign mentees of missing mentors to someone else |
| 22. | Ask for RSVP of mentees | | | | |
| 23. | Create seating diagram | Betty | | | |
| 24. | Draft ppt to Mentor Coordinators for updates | Mary | | | |
| 25. | Coordinators determine who presents what | Betty/Cindy | | | |
| 26. | Draft handout package to Mentor Coordinators | Mary | | | |
| 27. | Make copies of handouts | Cindy | | | |
| 28. | Finalize ppt | Mary | | | |
| 29. | | | | | |
| 30. | Identify a couple MGs who can share how they got certified at Workshop | Betty / Cindy | | | |
| 31. | Make place cards for Certification Plan Workshop | Betty | | | Collect and reuse at Class Welcome |

| | Task | Responsible | Due by | Comp. | Notes |
|-----|---|-----------------------------------|-----------------------------|-------|--|
| 32. | Have project sign-up sheets at Certification Plan Workshop | Mary | | | |
| 33. | Conduct Certification Plan Workshop | | 5/8 | | See Agenda Takes at least 1.5 hours |
| 34. | Work with Membership Chair, Social Chair, and MGA President to plan Class Welcome | Tricia coordinate conference call | Conf Call 4/10 6:30pm | | See Class Welcome Task List |