

PRINT A COPY TO CHECK OFF MILESTONES FOR EACH TRAINEE
CONSULT DURING MENTORING JOURNEY

STATUS DEFINITIONS

OBSERVER: before training commitment

- Exploring the possibility of being a facilitator before selecting which program to pursue.
- Buddy does not interact with preliminary observers.

TRAINEE1: Committed to training – in Observation phase

- Formally observes ONE workshop at THREE different programs shadowing at least TWO different Lead Facilitators. (Flexible, as each trainee's needs differ – Buddy judges what is appropriate.)

TRAINEE2: Draft plan approved – in Supported Facilitation phase

- ONE workshop at THREE different programs with at least TWO different Lead Facilitators. (Flexible, as each trainee's needs differ - Buddy judges what is appropriate.)

ESTABLISHING MENTORING RELATIONSHIP

- Chat about Trainee's life experience and circumstances, motivations for joining C2C.
- Assess confidence, resilience, willingness to learn, useful skills, strengths and weaknesses.
- Establish how often to meet and method of communication – in person, zoom, phone calls.
- Check in with your Trainee regularly (three weeks of silence is too long).
- Encourage trainee to ask questions and use buddy as a sounding board.
- Ensure trainee consults Buddy BEFORE each rostered program to prepare, and AFTER to debrief.
- Establish trainee has completed required training and absorbed required background knowledge.
 - Review knowledge of C2C mission, culture, credentialing
 - Righteous stories and Local Upstanders (for SYP); other genocides; the Bystander and Upstander triangles; the Pyramid of Hate and discrimination cascade; the Upstander toolkit.
 - Encourage revisiting training modules and explore further skills development.

RESOURCES

- Guide Trainee in development of individual **Facilitation plan/script** based on template.
- Assist Trainee in the use of the **Trainee Feedback grid** used in supervised facilitation.
- Assist Trainee in the use of the **PMI grid** for personal reflection and ongoing learning.
- Ensure Trainee knows where to find all the **delivery team resources** and how to use them.
- Ensure Trainee knows where to find all the training resources and how to use them.

| | | | |
|---------------|-------------------------------------|----------------|-------------|
| Title | 5.1.1 Mentoring summary for Buddies | | Page 1 of 4 |
| Creator | Zoi Juvris | Creation date | 23-2-2023 |
| Amendments by | | Amendment date | |
| | | | |

ALL RESOURCES for Program delivery teams: couragetocare.org.au/resources/volunteer-resources/

SUMMARIES FOR MENTORS AND TRAINEES: couragetocare.org.au/resources/volunteer-resources/

FULL LIST OF TRAINING MODULES: couragetocare.org.au/training-modules-listing/

TRACK
MILESTONES

TRAINEE1: OBSERVATION PHASE

- Guide trainee to reading material and resource. _____
- Encourage trainee to complete training. _____

Before EACH rostered program

- Prepare trainee on what to expect (Receive copy of Lead Facilitator’s plan at team briefing; how to use PMI grid; role expectations; what questions you’ll ask afterwards). _____
- Brief Lead Facilitator on the training status of trainee and training progress. _____

After EACH rostered program

- Expect a report from Lead Facilitator about trainee (email or phone) within 48 hours. ____
- Debrief with your trainee. Be discreet about any feedback given to you by LF in confidence. _____

Trainee1 graduates to Trainee2 only if criteria are met:

- Sufficient skills, competence and confidence
- Draft Facilitation plan/script approved by you.
- EQ2 facilitation whole run through with you using the equipment.

TRAINEE2 SUPPORTED FACILITATION PHASE

- Advise program manager and roster administrator that trainee has graduated to Trainee2. _____
- Encourage trainee to complete any additional formal training. _____

Before EACH rostered program

- Prepare Trainee on what to expect. _____
 - What questions you’ll ask afterwards
 - How the **Trainee Feedback grid** works
- Ensure trainee forwards copy of draft plan to Lead Facilitator **in advance**. _____

Supported facilitation will not proceed without this

- Brief Lead Facilitator on the training status of trainee. _____

After EACH rostered program

- Within 48 hours of program, expect a report from Lead Facilitator about trainee (email or phone). _____
- Debrief with your trainee. Be discreet about feedback given to you in confidence. _____
 - Trainee’s impression of their own performance
 - Emerging concerns
 - Trainee Feedback Grid (Trainee to bring this).

| | | | |
|---------------|----------------------------------|----------------|------------|
| Title | 5.1.2 Lead Facilitator checklist | | |
| Creator | Zoi Juvris | Creation date | Zoi Juvris |
| Amendments by | | Amendment date | |
| | | | |

ACCREDITATION FROM TRAINEE2 TO SOLO FACILITATOR

The final step to graduating as a Courage to Care facilitator is a facilitation appraisal during supported facilitation at a school program.

- Trainee2 can request facilitation appraisal when trainee has: _____
 - sufficient skills, competence and confidence as assessed by you.
 - finessed a Facilitation plan/script as approved by you.
- Advise the program manager that the trainee is ready for appraisal. _____

FOR MYP

The facilitation appraisal for the purposes of accreditation as a solo facilitator will be conducted by our volunteer **accreditation auditor**.

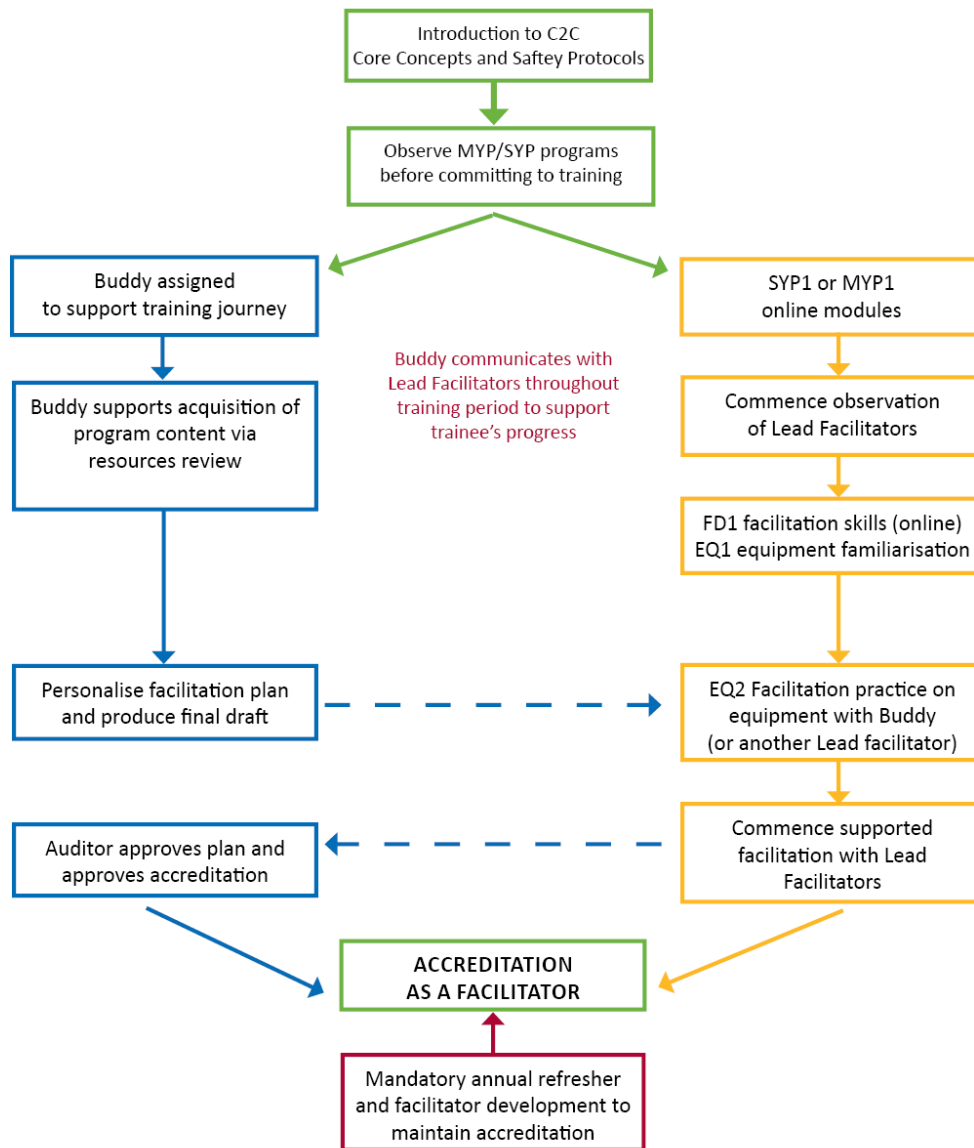
- Accreditation auditor will advise you (the Buddy), program manager and roster administrator of graduation to solo facilitator

FOR SYP

The facilitation appraisal for the purposes of accreditation as a solo facilitator will be conducted by the rostered Lead Facilitator.

- Advise the program manager that the trainee is ready for appraisal. _____
- Ensure trainee forwards copy of approved draft plan to Lead Facilitator **in advance**. _____
- **Facilitation will not proceed without this**
- Brief Lead Facilitator on the status of trainee **in advance**. _____
- Within 48 hours of program, expect a report from Lead Facilitator. _____
- Advise program manager and roster administrator of graduation to solo facilitator. _____

| | | | |
|----------------------|----------------------------------|-----------------------|------------|
| Title | 5.1.2 Lead Facilitator checklist | | |
| Creator | Zoi Juvris | Creation date | Zoi Juvris |
| Amendments by | | Amendment date | |
| | | | |



| | | | |
|----------------------|----------------------------------|-----------------------|------------|
| Title | 5.1.2 Lead Facilitator checklist | | |
| Creator | Zoi Juvris | Creation date | Zoi Juvris |
| Amendments by | | Amendment date | |
| | | | |