

***New Mentors are required to attend all of the mentor training sessions. There are make-up assignments in the event a mentor cannot attend a session.***

LERN 10: Mentors may take the trainings for 1 unit credit by enrolling in LERN 10, Introduction to Tutoring and Mentoring: **CRN 75511, Sec. 592**. Class will meet on several Fridays or as arranged. Mentors must be able to attend all of the scheduled meetings to receive the 1 unit of credit. See Chris Francisco in S134 to add. Most of the Mentor Training will be shared with the LAC Tutor Training.

Workshop	Time and Place	Make-up: If you cannot attend session
<b>Orientation to Mentoring</b>	<p><b>Required for all New Mentors</b></p> <p><b>Please select just one day to attend of the 2 options.</b></p> <p style="text-align: center;">Option 1: Fri, Aug 28 2:00-3:00 pm <b>SCI 111</b></p> <p style="text-align: center;">Option 2: Thurs, Sept 3 2:00-3:00 pm <b>SCI 111</b></p>	<ul style="list-style-type: none"> <li>• Read Orientation Packet</li> <li>• Submit Completed Forms:                             <ul style="list-style-type: none"> <li>○ Student Expectations</li> <li>○ Signed Student Contract</li> <li>○ Information Form</li> <li>○ Volunteer forms or Student Personnel Hire forms</li> </ul> </li> </ul>
<p>Orientation to Mentoring; General discussion of challenges and successes, Issues of confidentiality and harassment, Nuts and Bolts of paperwork. (Choose to attend <b>one</b> of the two options.)</p>		
<b>Introduction to Mentoring</b>	<p><b>Please select just one day to attend of the 2 options.</b></p> <p style="text-align: center;">Option 1: Fri, Sept 4 2:00-4:00 pm <b>SCI 111</b></p> <p style="text-align: center;">Option 2: Thurs, Sept 10 2:00-4:00 pm <b>SCI 111</b></p>	<ul style="list-style-type: none"> <li>• Read Mentor Training Manual, Pp 1-13</li> <li>• Submit Completed Forms:                             <ul style="list-style-type: none"> <li>○ Page 1</li> <li>○ Page 4</li> <li>○ Peer-Mentor Inventory Form, Appendix</li> <li>○ Page 13, Barriers</li> </ul> </li> <li>• Write a brief paragraph reflecting on your answers to the Inventory Form</li> <li>• Write a 2 page summary and reflection of pages 1-13, in which you discuss areas that were of most interest to you.</li> </ul>
<p>Mentor roles, responsibilities, and processes: Goal setting with your mentee; negotiating contracts and agreements on what is to be accomplished during the semester, mentoring "do's and don'ts" and CCSF Resources.</p>		
<p>The training sessions on the following page will be conducted by co-facilitators, OMSL Coordinator, Chris Francisco and Learning Assistance Chair, Nadine Rosenthal. In these sessions, mentors and tutors will come together to discuss effective peer-support techniques and other relevant issues.</p>		

Please contact Chris Francisco, Coordinator, Office of Mentoring and Service-Learning with any questions: (415) 239-3771 or [cfrancis@ccsf.edu](mailto:cfrancis@ccsf.edu), or stop by the office on Ocean campus in Science Hall Room 134.

Workshop	Time and Place	Make-up: If you cannot attend session
<b>Effective Peer-support techniques:</b> Positive reinforcement and Questioning skills.	Friday, September 18 2:10 - 4:00 pm  <b>CLOUD 232</b>	<ul style="list-style-type: none"> <li>• Read Tutor Manual pages 19-27</li> <li>• Complete Reflective Paper, page 27. Submit to Chris Francisco</li> <li>• View DVD materials for reinforcement</li> </ul>
<b>Effective Peer-support techniques:</b> Listening skills and Independent Learning	Friday, September 25 2:10 - 4:00 pm  <b>CLOUD 232</b>	<ul style="list-style-type: none"> <li>• Read Tutor Manual pages 29-38</li> <li>• Complete Reflective Paper, page 38. Submit to Chris Francisco</li> <li>• View DVD materials for reinforcement</li> </ul>
<b>Multicultural Awareness</b>	Friday, October 2 2:10 - 4:00 pm  <b>CL 232</b>	<ul style="list-style-type: none"> <li>• Read Tutor Manual pages 39-44</li> <li>• Complete Reflective Paper, page 44. Submit to Chris Francisco</li> <li>• View DVD materials for reinforcement</li> </ul>
<b>Learning Styles and Strategies, General reflection/discussion</b>	Friday, October 9 2:10 – 4:00 pm <b>CL 232</b>	<ul style="list-style-type: none"> <li>• Read Tutor Manual pages 45-49</li> <li>• Complete Reflective Paper, page 49. Submit to Chris Francisco</li> <li>• View DVD materials for reinforcement</li> </ul>
<b>Student Recognition and Reflection: Awarding of Certificates and Presentations</b>	<b>Thursday, December 3</b> 3:30-5:00 Pierre Coste Room	<b>No make-up:</b> Mentor and SL Student reflection on successes and challenges. Awarding of certificates.

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