Prior to Program Start-Up

Month	Activity	Action
	Mentor Training	New Mentors attend training to review roles, responsibilities, activities, and reporting.
	Mentor Biography	Complete and forward to International Office for review and formatting.
	Principal/Teacher Presentation*	Deliver Community Principal/Teacher Presentation, if requested.
	3-Day Instructor Training*	Mentors attend 4 hours (10 a.m. to 2 p.m.) of Day 3 of the 3-Day Training to introduce themselves, meet New Instructors, discuss roles and observe role-play lessons. Must be pre-approved by Senior Mentor.
	Newly Certified Instructor Contact #4	Mentors begin contacting Newly Certified Instructors before programs begin.

Program Start-Up

Month	Activity	Action
	Mentor Biography and Welcome Letter	Send electronically to New Instructors.
	New Instructor Contact #1	Mentors begin contacting New Instructors before programs begin.
	Mentor Conference Call#1	SM and Mentors review mentoring contacts with Newly Certified Instructors and plans to contact New Instructors.
	Instructor Contact #2	Mentors contact new Instructors after Themes 2 or 3, *look ahead to MYT and plan ahead for classroom visits.*

Mid-Year

Month	Activity	Action
	Mentor Conference Call#2	SM and Mentors review mentoring to date and Classroom Visits.
	Submit Instructor Growth Plans	Mentors submit Instructor Growth Plans to the SM, completed during Classroom Visits by New Instructors.
	Classroom Visits*	Mentors begin classroom visits with New Instructors.
	Mentor Conference Call#3	SM and Mentors review mentoring to date, discuss the distribution and submission process of Student Flashbacks, Teacher, Parent and Instructor Feedback Forms and review steps to certification of New Instructors.

Program Wrap-Up

Month	Activity	Action
	Instructor Contact #3	Mentors contact New Instructors before the end of Theme 8. Communicate with New Instructors regarding Program Wrap-Up and review goals from IGP.
	Mentor Conference Call#4	SM reviews and summarizes Mentor Year End Reports. Mentors offer feedback regarding the mentoring process and make recommendations specific to program delivery in their community.

Requires Senior Mentor approval if travel expenses involved