

# International Local Mentor Activity Timeline

## 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
	3-Day Instructor Training	Mentors may attend last day of the 3-Day Training to introduce themselves, meet New Instructors, discuss roles and observe role-play lessons
	Principal/Teacher Presentation	Deliver Community Principal/Teacher Presentation, if requested

## Program Start-Up

Month	Activity	Action
	Mentor Biography and Welcome Letter	Send electronically to New and Certified Instructors
	Contact #1 ( <b>New</b> and <b>Certified</b> Instructors)	Mentors begin contacting New and Certified Instructors before programs begin. (please refer to 'Contact' tab of Mentor Manual)
	Mentor Conference Call #1	Manager, International Mentoring and Mentors review mentoring to date, plan for upcoming Classroom Visits, and discuss potential Professional Development workshops

## Mid-Year

Month	Activity	Action
	Contact #2 ( <b>New</b> Instructors)	Mentors contact New Instructors after Theme 1 and set-up Classroom Visits. (please refer to 'Contact' tab of Mentor Manual)
	Classroom Visits to <b>New</b> Instructors	Mentors begin Classroom Visits with New Instructors. Reminder: Mentors send the Instructor Self-Reflection Questionnaire to New Instructors prior to the scheduled Classroom Visit
	Contact #3 ( <b>New</b> Instructors)	Mentors contact New Instructors before Mid-Year Training (please refer to 'Contact' tab of Mentor Manual)

# International Local Mentor Activity Timeline

## Mid-Year (cont'd)

Month	Activity	Action
	Mentor Conference Call #2	Manager, International Mentoring and Mentors review mentoring to date: discuss Mid-Year Training, Classroom Visits, and potential PD workshops
	Contact #2 (Certified Instructors)	Mentors contact Certified Instructors after delivery of Theme 3 or 4 (please refer to 'Contact' tab of Mentor Manual)
	Mid-Year Training	Mentors attend half-day of Mid-Year Training
	PD Workshop	Mentors deliver PD workshop to Certified Instructors
	Submit Instructor Growth Plans	Mentors submit Instructor Growth Plans, completed during Classroom Visits by New Instructors, to the Manager, International Mentoring
	Mentor Conference Call #3	Manager, International Mentoring 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 and attendance at end-of-year Baby Celebrations
	Contact #3 (Certified Instructors) Contact #4 (New Instructors)	Mentors contact New and Certified Instructors before delivery of Theme 8 (please refer to 'Contact' tab of Mentor Manual)

## Program Wrap-Up

Month	Activity	Action
	Contact <b>all</b> Instructors (email or phone)	Communicate with New and Certified Instructors regarding program wrap up
	Mentor Conference Call #4	Manager, International Mentoring reviews and summarizes Mentor Year End Reports. Mentors offer feedback regarding the mentoring process and make recommendations specific to program delivery in their community