



MENTORING ACADEMY

Catalog



WELCOME

Welcome to the **Mentoring Academy**, the training arm of the Mentoring Partnership of Long Island. Inside this catalog you will find descriptions for the various courses we offer to individuals interested or involved in mentoring: supervisors, adult and peer mentors and youth.

The mission of the academy is to provide the quality training and education that are necessary to create lasting mentoring relationships and safe and responsible mentoring programs.

While we know mentoring works, we also know that mentoring only works if it is done with the proper care, attention and consistency that are key ingredients for a meaningful friendship. Through the classes offered, we hope to give Program Supervisors, Mentors, and Mentees the tools they need to be successful in their efforts.

In addition to our core classes and the many special workshops that are scheduled each year, the Academy hosts the **Mentoring Matters Conference** which includes a track for program coordinators, mentors as well as a special track for mentees.

We encourage you to take advantage of these offerings and also call us to discuss your individual training needs. We can offer classes at your location if certain program parameters are in place.

Please refer to the separate **Schedule of Classes** to find specific dates and times for all training classes.

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CREDITS

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MENTORING ACHIEVEMENT AWARD

With the rapid expansion of the mentoring field and the growing number of funding opportunities that are now available, the importance of incorporating the *The Elements of Effective Practice™* in order to develop acceptable and adequate program standards and quality has never been greater.

In response to these trends, the Partnership offers a Mentoring Achievement Award. The award evidences that program personnel have acquired the essential skills and knowledge to develop and run a quality program that ensures the safety of children and allows positive and lasting mentoring relationships to be formed.

This designation gives coordinators an additional credential and demonstrates that an individual

has the most current knowledge and information to provide sufficient program oversight, practices and evaluation procedures.

In order to earn the Mentoring Achievement Award, mentoring program personnel must complete the following series of workshops:

- ABC's of Mentoring - Designing a Program Using *The Elements of Effective Practice™*
- ABC's of Mentoring - Advanced Class
- Coordinator Co-Op - Must attend at least one Co-Op session. Topics vary from year to year.

To work towards completion of the award, please contact the Mentoring Partnership for the appropriate forms.

TABLE OF CONTENTS

Classes For Coordinators	4
Classes For Mentors	6
Classes For Youth	7
Training Location & Contact Information	7

SECTION I: CLASSES FOR COORDINATORS

I: ABC's Of Mentoring – How To Design a Program Using the *Elements of Effective Practice™*

- Learn the essential components needed to design and develop a quality mentoring program
- Develop program mission statement based on program model, focus area and long term goals
- Identify benchmarks for quality programming and considerations for supporting successful relationships

This full day workshop gives youth practitioners the knowledge and tools necessary to develop and launch an effective mentoring program. *The Elements of Effective Practice™*, which are nationally recognized as the core components of a responsible program, are introduced and participants walk through the process of developing each of the ten program components specifically for their agency.

A comprehensive manual and CD Rom are given to participants, which include templates for all programming areas including marketing materials and administrative forms.

Fee: \$35.00
Duration: Full day session

II: ABC's Of Mentoring – Advanced

- Evaluating your program and the quality of mentoring relationships
- Developing a strength-based recruitment plan
- Supervisory practices that support retention and relationship development

Designed for individuals already running a program or who have already attended the ABC's Basic session. This class touches on program infrastructure and development, but it gives more consideration to



the day-to-day supervisory responsibilities that are essential to the smooth running of a program. Attendees are asked to bring their individual programmatic challenges as well as successes for discussion and individual attention.

Fee: \$35.00
Duration: Full day session

III: Bridges Out of Poverty

- Explore how economic realities affect patterns of living and impact learning for children
- Investigate eight core resources and understand how they help create a foundation for success
- Learn strategies to improve language, develop planning skills and improve academic performance

This class outlines the work of Dr. Ruby Payne and is based on her published work, **Framework for Understanding Poverty**. The Bridges curriculum offers individuals who work with families and youth in poverty an opportunity to explore how economic living conditions influence relationship development and success in school. The central theme of the Framework study - that no significant learning occurs without a significant relationship - is discussed along

*Pre-Registration is required: 631-761-7800
Scholarships are available upon request*

with strategies and methods that can be used to improve cognitive skills and help to develop emotional resources of children who are lacking one or more of the basic resources needed for success.

Fee: \$10.00
Duration: 3 hour session

IV: Coordinators' Co-Operative Sessions

Co-Op sessions are geared to meeting the unique needs of program coordinators by offering them timely information and the latest research as well as new tools to assist in recruiting, screening and sustaining a program.

Attendees have the opportunity to share their own ideas, best practices and tools with others and network with their peers. Some of the standing sessions include:

Preparing Mentees for Success

Youth who are prepared for the mentoring relationship are more likely to have a successful mentoring relationship. This training provides mentoring program staff with the information and tools to conduct effective training sessions for mentees and will also outline special considerations for parents.

Train the Trainer: Certification to Deliver Basic Mentor Training

The Train the Trainer certification process is appropriate for program coordinators and individuals who will be responsible for training volunteer mentors. Participants who attend this session will receive the tools and information needed for designing a customized training plan for mentors, mentees and other stakeholders. **Attending the Basic Mentor training is a pre-requisite.**

Best Practices - Recruiting

This class will provide coordinators with an advanced view of the recruiting and marketing process. Attendees will review recruiting

strategies that are based on the strengths of the mentees. Taking a closer look at recruiting messages, participants will have an opportunity to develop their own marketing messages that inspire others and call people to action.

Best Practices - Screening

This session outlines the SafetyNET program and provides instruction on how to roll fingerprints for processing through the FBI criminal database. (Participants will have to purchase fingerprint taking materials in advance of the session. Information will be provided at time of registration.) The second half of the session is devoted to interviewing strategies and screening out individuals who are not appropriate to serve as mentors.

Co-Op sessions are scheduled each fall based on the interest of our providers and based on new developments in the mentoring field. Other Co-Op Sessions which can be scheduled include: Evaluating your Program, Activities and Relationship Development, Grant Seeking Please refer to the Schedule of Classes to find out which sessions are scheduled in this training cycle.

Fee: N/A
Duration: 3 hour session



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SECTION II: CLASSES FOR MENTORS

I: Basic Mentor Training: Mentoring 101

- Understand the value of mentoring and the profound impact it can have on a young person
- Understand the importance of managing your own expectations as a mentor
- Become familiar with guidelines for dealing with risky behaviors, reporting situations and confidentiality issues

This practical, experiential course will provide the basic knowledge, skills and tools to help volunteer mentors begin a mentoring relationship. Prospective volunteer mentors or existing mentors should attend this class in order to receive essential information on what it means to be a mentor and how the mentor role is distinct from the role of other adults. Mentors will also spend time reflecting on their own expectations and how to prepare for the first few meetings with their mentees.

Registration: Open to all
Fee: N/A
Duration: 2 hour session

II: Mentor Feedback Sessions

- How to support your mentee and identify goal setting opportunities
- Activities that promote a positive mentoring relationship
- Fine tune listening skills

The Mentoring Partnership offers these “debrief” sessions for mentoring programs on a site-specific basis. These sessions are invaluable for supporting mentors and keeping them on track, especially during the early stages of the relationship. The Partnership welcomes your requests to lead a session, with emphasis on a particular topic, in your location. **Basic mentor training is a pre-requisite.**



Registration: On-Site upon request
Fee: Sliding scale fee
Duration: 2 hour session

III: Bridges Out of Poverty for Mentors

- Explore how economic realities affect patterns of living and impact learning for children
- Investigate eight core resources and understand how they help create a foundation for success
- Discuss strategies for strengthening emotional resources and improving academic performance

This class outlines the work of Dr. Ruby Payne and is based on her published work, **Framework for Understanding Poverty**. The central theme of the Framework study - that no significant learning occurs without a significant relationship - is discussed along with strategies and methods that can be used to strengthen the mentoring relationship and increase resources for children who are lacking them. Participants will also review the “hidden rules” among the various economic classes and discuss how these rules influence development and impact behavior.

Registration: On-Site upon request
Fee: Sliding scale fee
Duration: 2 hour session

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SECTION III: CLASSES FOR YOUTH

I: Peer Mentor Training

- Understand the role of a Peer Mentor
- Learn ways peer mentors help younger students do better in school
- Strengthen your listening and communication skills

This interactive workshop will prepare High School students to serve as mentors to younger students. Students will learn what it means to be a mentor and understand how a peer mentor can help a young person while being a positive role model and caring and committed friend. Through dialogue and interactive activities, students will learn what is expected of them in their role as mentors and also the boundaries of the relationship.

Registration: On-Site upon request
Fee: Sliding scale fee
Duration: 2 hour session

II: Mentee Training

- What it means to have a mentor
- Communicating with your mentor
- What you can expect from your mentor

This session is designed specifically for youth who will be participating in a mentoring program. The workshop typically lasts 30 - 45 minutes and uses an interactive approach to outline the role of the mentor and what mentees can expect from their mentors. This session also gives mentees an opportunity to think about their role in making the mentoring relationship a success.

Registration: On-Site upon request
Fee: Sliding scale fee
Duration: 45 minute to 1 hour session

TRAINING LOCATION & CONTACT INFORMATION

Training Location:

Mentoring Partnership of Long Island Office
150 Motor Parkway, Hauppauge
Suite 90, Lower Level

Directions from the West:

Take LIE to Exit 53 - Wicks Road. Follow signs to Wicks Road off of ramp. At bottom of ramp, take a left, go under LIE underpass. Take first right onto Motor Parkway (also known as Vanderbilt Motor Parkway and County Road 67). At second traffic light, turn left into parking lot of building #150.

Directions from the East:

Take LIE to Exit 53, Wicks Road. Turn right onto Motor Parkway. At second traffic light, turn left into parking lot of building #150.

Proceed down to the lower level of building for MPLI office or the Media Center. Mentor trainings take place in the MPLI office - Suite 90.

Contact Information:

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