

## **Mentor Training Module**

- I. Introductory Conversations
  - a. Establishing mentorship purpose and value
  - b. Developing a comfort zone
  - c. Sharing information and background to find common ground
  
- II. Establishing expectations
  - a. Uncovering new board member known interests and need
  - b. Establishing levels of commitment that are comfortable.
  - c. Reinforcing the on-boarding process is personalized.
  - d. Establishing a check-in schedule
  
- III. Action planning together
  - a. Identifying when an action is needed or desired.
  - b. Mapping plans of action (who, what, when, where)
  - c. Determining who needs to be informed or engaged.
  - d. Assessing the outcomes of actions taken
  
- IV. Program Improvement
  - a. Providing feedback to the At-Large Board Member
  - b. Conveying appreciation for contribution to changes and modifications
  - c. Mentor collaborations
  
- V. One-year Review
  - a. Contributing to the At Large Board Members annual On-boarding Review Report (continuous improvement process)