

Facilitator Mentor Checklist

- Confirm your mentee has reviewed and meets the Basic Prerequisites.
- Confirm your mentee has fulfilled the four Beginning Facilitator Training Requirements - or encourage them to do so.
- Establish expectations including communication, planning for your mentee to attend your meeting, and creating a timeline.
- When ready, have your mentee facilitate your meeting.
- Review how to submit Meeting Reports after each meeting.
- Have your mentee facilitate your meeting using the Primary and Topic Scripts - with you present for support.
- Review and discuss each meeting with your mentee - how you each feel the meeting went, provide any feedback you have for your mentee, decide upon next steps, etc.
- Continue with your mentee facilitating (with you present) and review after each meeting until your mentee is comfortable.
- Once you and your mentee agree that they are ready to facilitate their own scripted Topic meeting, email the Facilitator Training Committee to confirm that training is complete and your mentee is ready to establish their own weekly meeting.
- Review [How to Establish Your Own Meeting](#) together.
- Provide support as your mentee creates and lists their meeting.
- Attend your mentee's meeting the first week to provide support and back-up.
- After your mentee's first meeting, review and discuss how you each feel it went and provide any feedback and suggestions.
- Check in periodically to provide support and answer questions.
- Let the Facilitator Training Committee know of challenges, progress, and successes.