Peer Mentor Training Agenda

Date: Tuesday, August 19, 2014
Location: Yosemite Hall 117
Time: 9a.m. to 5p.m.

**DAY 1** (Continental Breakfast at 8:30am)
9:00 Welcome / Ice Breaker – Circle of Life

9:30 What it means to be a PM
  - Defining PM/Instructor roles/FYE
  - Mission/Objectives
  - Expectations/Communication

10:30 Break

10:45 Preventative Measures
  - Discrimination/Sexual Harassment
  - FERPA
  - Emergency Procedures

12:00 Lunch

12:30 Communication Exercise – Time Travel Telephone

1:00 Communication
  i. Emergency Contact
  ii. Method of contact (SI/PM/Supervisor)
  iii. Calling in
  iv. Answering the main phone

1:45 First Day Speech Introductions

3:15 Break

3:30 Teambuilding Exercise - Let go my Lego

4:00 Making referrals
  - Library & Learning Center/STEM: Shirley Miranda
  - Health Center: Araceli Baliel
  - Counseling
  - Other

4:45 Q&A/ Reflection

5:00 End
Date: Thursday, August 21, 2014
Location: Yosemite Hall 117
Time: 9a.m. to 5p.m.

**DAY 2 (Continental Breakfast at 8:30am)**

9:00 Ice Breaker – Truth or Lie

9:30 Accepting Personal Responsibility
  - Victim vs. Creator
  - Being Assertive
  - Setting Goals and Objectives
  - True Colors

**10:45 Break**

11:00 Review Operational Manual

11:30 Mock Student Interactions

**12:30 Lunch**

1:00 Teambuilding exercise – *Dropping the Ball*

1:30 Work Assignments

2:00 Break

2:15 Planning Meetings
  - Session Strategies
  - Attendance Strategies
  - Redirecting Questions, Wait Time, & Check for Understanding
  - Closing a meeting
  - Relationship building

**3:15 Break**

3:00 Teambuilding Exercise – *Mission Statement*

3:30 Planning for the beginning of semester
  i. PM-appointments
  ii. COLSK 100 (weeks 1-3)
  iii. SARS Tracking
  iv. Room Set-up
  v. Calendar of FYE/SI events & future meetings

4:30 Q & A (PM panel)

5:00 End