

# SPECTRUM SKILLSHARE

## Participant Training Meeting Timeline

(about 2 hours)

Welcoming participants (5 minutes)

- Show people refreshments
- Pass out handbooks

Introductions and icebreakers (10 minutes)

- Name
- Location
- Pronouns (optional)
- Three interesting facts about yourself
- Three things you want to get out of mentoring

Question: what is mentoring to you? (15 minutes)

Overview: what is mentoring and what isn't mentoring? (15 minutes)

- Give list of what is and isn't mentoring
- Ask if clarification is needed or if people have more suggestions

Break (10 minutes - let people walk around, get refreshments, bathroom etc)

Overview: Timeline (10 minutes)

- Go over timeline with participants
- Discuss what people will do, and the expectations for each activity

Overview: guidance for mentors and mentees (10 minutes)

- Go over guidance policies
- Take questions if anything requires clarification

Rules and policy discussion (10 minutes)

- Go over rules and policies
- Take questions if anything requires clarification

Interactive activities - likes and dislikes and mind maps (15 minutes)

- Pass out worksheets with the likes/dislikes sheet and blank paper for people to create mind maps (or lists!)

Q&A (15 minutes) - address any questions that haven't come up during the training

Closing (10 minutes) - thank people for coming, allow them to talk to each other a bit and get to know one another

Notes:

**Refreshments:**

Enough for 5 or 6 people (trainer and participants)

Ask participants about dietary restrictions before buying food (vegetarian, vegan, gluten-free, kosher, halal, nut allergies, lactose intolerance etc)

See about funding for food