**DIOCESE OF WILMINGTON**

***PROFESSIONAL MENTORING PROGRAM***

**YEAR 3 MENTOR CHECKLIST**

**FOR COUNSELORS**

\_\_\_ Attend an orientation meeting

\_\_\_ With the Mentees, determine the Learning Team meeting dates

\_\_\_ Become familiar with all of the requirements for counselors for Year 3

\_\_\_ Ensure the schedule for your Mentee’s Learning Team is submitted to Program

 Coordinator by October 1, 2019

\_\_\_ Read the book In the Trenches, In Search of the Counselor Within

\_\_\_ Offer suggestions/provide copies of professional readings/articles to Mentees

\_\_\_ Update your Mentor Log monthly (you can earn clock hours for mentoring)

\_\_\_ Attend assigned Learning Team sessions and assist the facilitator as needed

\_\_\_ In December/early January review Mentee’s portfolio and complete the Mid-point Review

 Checklist

\_\_\_ Prior to April 3 – the date Mentee’s portfolio is due to the Mentoring Coordinator – have

 a discussion centered around Mentee’s answers to reflection questions, carefully review

 Mentee’s portfolio for completeness, and if appropriate, sign off on the End-of Year

 Checklist and Verification of Services Form

\_\_\_ Submit this checklist and your Mentor log of hours to Program Coordinator by May 15, 2020

**THANK YOU FOR SERVING AS A MENTOR!**

Signature below indicates that each of the above was completed:

Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_