

Mentor Meetings Best Practices

Introduction

Mentor Meetings are a chance for events to remind mentors of important items as well as provide updates on event specific logistics.

We highly recommend that all events host a meeting, and our strong suggestion is to hold this meeting in advance of the event using a platform like Microsoft Teams. We also recommend that the call is recorded and made available on your website to easily share with mentors who may not have been able to attend the call live.

Who Attends?

- **Teams** - Lead Mentor 1 and 2 should be invited from every team. PDPs may wish to extend the invite to Drive Coaches for teams as well as all mentors, but teams should be asked to share the content with all mentors on their team.
- **Key Volunteers** - We recommend asking Key Volunteers to attend so you can introduce them in advance.
- **Staff** - Partners, Event Manager(s), etc.

Items to Cover

This section contains recommendations for a starting point of things to cover. PDPs may wish to add additional items:

- Behavior Reminders
 - Expectations for respect & Gracious Professionalism
 - Remind them of Specific Rules – E102 and G201
- YPP Reminders
 - Report a Concern!
 - FIRST has a [reporting portal](#) that allows anyone to report issues ranging from Youth Protection Concerns to Medical Incidents to Other
 - If you need immediate assistance, please ask for the Event Manager or Program Delivery Partner at Pit Admin so we can work with you on addressing the issue.
- Event Specific Updates
 - Event Schedule
 - Load In / Out Process
 - Information about Quiet Rooms, Prayer Rooms, Accessibility, etc.
 - Introduce Key Volunteers
 - Venue layout (if available)
 - Local area map, including bus/trailer parking (if available)
- Information on EMTs, emergency procedures, etc.
- Ask Lead mentors to share the topics covered with the rest of the mentors on their team.
- Answer any questions they may have

What Not to Cover

- Questions about game/robot rules

Why?

In addition to vastly improved behavior overall, these meetings can create a sense of partnership between the teams and key staff/volunteers. This can lead to teams seeing PDPs and Key Volunteers as helping handle undesirable behavior rather than enforcers. This can also increase the number of times mentors reached out to the PDP or a Key Volunteer to ask for support/assistance in delicate communications with the students. At events where this has been tried, there were a number of mentors who shared that they really appreciated having that meeting to clearly state expectations and they were relieved that we were facing the issues head on.