

# MENTORING SUGGESTIONS

## Pre-Observation

Review the lesson plan for the parts of the 6-Pack:

Were the objectives stated clearly?

Did the methods and student activities chosen correlate to the objectives?

Are the students actively involved?

Do the methods include the visual, auditory, and kinesthetic learner?

Explain what you will be looking for when observing (refer to the mentoring checklist) and how you will observe.

## Observing the lesson

Script or take notes of what you observe; take note of class feedback.

Try to arrive early to assist in any last minute questions that may arise.

## Conferencing

Try to set up a convenient time for the conference

Ask the trainee to comment on how she or he thought the lesson went; it's strengths and weaknesses.

Be specific with feedback (use your notes from the lesson to help verify your comments)

Try to avoid words like "always" and "never".

Identify "opportunities for improvement".

Consider obstacles to meeting the trainee's needs and solutions for dealing with them.