TRAIN THE TRAINER CURRICULUM OUTLINE FOR MENTORS

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I. Workplace Diversity
   A. Age
   B. Race, ethnic, religious, and country of origin
   C. Gender

II. Mentors as Teachers and On-site Advisors
   A. What is a mentor?
      1) Qualities of a mentor  2) Mentor roles  3) Mentors as coaches

III. Giving Instruction
   A. Adults as learners and learning styles
      1) Auditory (Hear)  2) Visual (See) by Written/Picture  3) Doing (Kinesthetic)
   B. Passive versus Active Learning
      1) Cone of learning
   C. Hands-On Training
      1) Prepare for training  2) Practice the skills
      3) Open the session  4) Evaluate performance
      5) Present the subject  6) Review the subject
   D. Five Steps of the Mentoring Process
      1) Establish shared mental model  4) Mentor observes & gives feedback
      2) Mentor shows task & trainee observes  5) Mentor and trainee debrief
      3) Mentor observes trainee

V. Mentors as communicators
   A. Respectful communication
      1) Facts, Opinions, Proposals  2) Non-verbal communication

VI. Problem solving
   A. Barriers to problem solving
   B. Joint problem solving method
   C. Conflict Management