

## Weekly Mentoring Meetings

1. Recommended Materials: (\* esp. beginning meetings in Fall)
2. Maine's Initial Teacher Certification Standards
3. Maine's Learning Results
4. Weekly Meeting Log
5. \* Local curriculum documents
6. \* School or district handbook
7. Bloom's Taxonomy and other similar tools
8. Calendars and Planners
9. Current team/department/content work
10. \* Certification/Course Approval Forms & Procedure

### Important Reminders:

1. Meet weekly, or more often when necessary (i.e. high stress/work times of year, see weekly logs)
2. Regularly scheduled meetings are more effective, and show "intentionality".
3. Model professionalism
4. Focus on one of the teaching standards for each meeting, or even several in a row.
5. Use your communication/listening/questioning skills.
6. Begin your meetings with a check in of emotions and health.
7. Use your Weekly Contact Logs to review where you have been and to decide where you are going.
8. Listen to and help problem solve complaints for a short period of time, but don't encourage "venting" at each meeting.
9. It is your responsibility to move the meetings to a higher level (use the Standards & Bloom's questioning).
10. Try to avoid personal stories and personal biases ("It isn't about you." :)
11. Share professional readings and professional development information (conferences, workshops, books, courses).
12. Always end your meetings with closure, a review of progress, and your next meeting time, place, and tentative agenda.
13. Provide hope, perspective, and encouragement.
14. Document your meeting, it is as important as any official meeting (i.e. PET, SAT, P/T Conf.).
15. "Trust the Process, Trust the Chaos, Trust the People, Trust Yourself!"
16. Other? \_\_\_\_\_