

THE FALL 2016 MENTORING PROGRAM

As a Friends of the Elephant Seal docent trainee, you are required to complete three instruction sessions with three different mentors.

These three sessions **must** be completed by October 7, 2016.

Mentor scheduling.

We have your availability to be mentored and have worked to mesh your availability with the mentor's availability. We asked that you make yourself available to mentor with a few days between mentoring experiences. This gives you time to reflect on your experience prior to the next mentor experience, and it allows time to review and better understand information with which you may have had difficulty. It also gives you an opportunity to refine your approach to visitors. We recommend that you review the training manual, the Adams book and consult our web site at www.elephantseal.org during this training period.

Your mentor is not required to be there unless you contact them ahead of time. When you talk to your mentor they will advise you what time you are to meet them. Mentors may request that you arrive early at the office (especially for the first mentoring session) so there will be ample time both in the office and on the bluff.

We have selected a different mentor for each of your mentoring experiences. That will give you a broader view of styles of working with visitors on the bluff.

A list of all mentors and their telephone numbers is in your Docent Handbook. (If your mentor is present at training, you may talk to your mentor there instead of contacting them by telephone.)

The Purpose of each session is different.

Session 1 - The mentor conducts an FES office and Piedras Blancas area orientation. The mentor will demonstrate docent behavior and handle all or most of the discussions with visitors. The trainee should watch and is welcome to ask questions at the conclusion of each conversation. The mentor will explain the approach (or approaches) used with visitors and will explain how to handle any situation that may occur. The mentor will explain what is happening on the beach as well as in the water and will answer any questions you have. The trainee should have a 'trainee' tag as well as some form of nametag

but not wear a blue jacket on the first outing. The mentor will ask you to join them in their car to orient the trainee to locations we need to know.

Session 2 - The mentor and the trainee will both speak to the visitors, with each presenting about half of the time. The mentor will frequently discuss a just concluded visitor contact with the trainee. Your mentor will observe your presentations and will make suggestions. Both mentor and trainee wear blue jackets (or bib) as well as name ID and trainee tag.

Session 3 - The trainee will handle most of the discussions with visitors. The mentor will periodically provide feedback during as well as at the end of the session. The trainee should wear a blue jacket as well as name tag. The mentor should not wear a blue jacket so as to place the focus on the trainee.

Completing the process.

A copy of 'The Mentor Checklist' for your use is in this section of the manual. Be sure to review all items on the checklist with your mentor at each session. **At the end of each session have your mentor sign the checklist.** Mentors may ask questions to verify your understanding of the material. However it is your responsibility to know the material and obtain the mentor's signature. This is an opportunity to ask questions and increase your knowledge.

Complete, signed checklists should be turned in to the office immediately after your third mentoring session.

You must complete three mentoring sessions with three different mentors.

You must contact your mentor in advance of the session.

If there are problems, concerns or issues, contact; Rusty Moore, Mentor Coordinator; (805) 270-4066 Rusty.moore@mac.com or Polly Tatton (805)-225-1888 pollytatton@gmail.com

There will be a follow up observation session (Peer Review) in four months.

September 2016