

## **Check list for Mentors**

**Member Profile:** Please ensure that you collect a copy of this. It may give you vital details such as biographical data, personal needs and expectations. (In some cases, you may have to encourage the member to fill it in completely)

**Personal details:** Do not forget to exchange personal contact details such as contact telephone numbers and email addresses.

**Cultural differences:** Are you aware of the cultural differences. One needs to exercise caution in dealing with people

**One-on-one meeting:** Depending on the member, it may be essential to have a meeting to get well acquainted.

**Structure:** It may be necessary to have a definite structure for the path to progress – helping the member to draw this map is an essential step for growth.

**CC Manual and CL Manual:** Some may need help and assistance in completing the manuals. Asking whether the member needs assistance may make it easier for the member. In some cases liaising with the VPE may be helpful.

**Assignments:** Small assignments may also require help & support. Discussing these with the member before and after assignment may help in improvement.

**Evaluators:** Encouraging the member to discuss needs and requirements with their speech evaluators could also aid improvement

**Keep a track of progress:** Tracking the progress is important for both you and the member. Keep documentation of date, item discussed, action required and outcome.

**Competitions:** Encouraging the member to participate in competitions can also contribute to progress

**Mission, Vision & Values:** Have you discussed these with the member?

**Club Structure:** Discuss the structure – Club; Area; Division; District; TI

**Regular Contact:** It is essential to discuss goals, performance and progress with the member.

**C-R-C:** It is helpful to follow “Commend–Recommend–Commend” principle in our discussions.