AFFILIATE VIRTUAL SESSION SERIES

2020 VIRTUAL PLANNING SERIES

03 MENTOR TRAINING
AUGUST 27, 2020

CAREER DIRECTIONS FOR STUDENTS IN ARCHITECTURE, CONSTRUCTION AND ENGINEERING
WELCOME AFFILIATES

• All attendees are in listen only mode for the presentation.

• This webinar is being recorded.

• We will do our best to answer your questions. We will compile the questions and will develop a FAQ document.

• Reach out to your RD with any additional questions or concerns.

• THANK YOU!

#acementorprogram
MENTOR TRAINING

COMPLIANCE

MENTOR TRAINING & AFFILIATE MENTOR LIAISON

VIRTUAL MENTOR TRAINING

VIRTUAL MENTOR TRAINING

VIRTUAL MENTOR APPRECIATION

Q&A

AGENDA
MENTOR COMPLIANCE

- All **mentors** must be registered in the database with an approved background check

- Background checks must be completed every **3 years**

- At least 2 **mentors** on every virtual session

- **Guest speakers** must have an approved mentor involved at all times

- **Attendance** should be taken of the students to make sure they are all registered

- All rules set out in the **mentor training** apply
COMPLIANCE

REMINDER

- **Mentors**: attends 2 or more meetings, background check required
- **Guest Speakers**: attends less than 2 meetings, no background check required
- **Returning mentors**: log in to existing mentor profile in database
- Use database **weekly report email** to help monitor expired background checks
RESOURCES

- Database Affiliate Administrator Guide
  - Chapter 6, Affiliate Resources
    acementortools.org/database/

- Mentor Liaison Training

- Virtual Best Practices
  - New resource posted to Virtual Tools
    acementortools.org/virtual/

- Diversity & Inclusion Training
The purpose of TT ACE Mentor Appreciation Week is to shine a light on all our wonderful ACE volunteers at Thornton Tomasetti and to raise awareness about the ACE Mentor Program.

Any questions? Contact members of the TT ACE Committee.

Activities This Week
- All 2020 mentors receive a big Spark-ed thank you
- Offices thank their local volunteers
- TT Essentials seminar on the ACE mentor program, September 2
- Social media campaign
- ACE mentor showcases on Spark
- TT mentors meet with exec committee

Please thank your local ACE volunteers for generously contributing to the education of schoolchildren.
MENTOR TRAINING

- Required for all mentors and guest speakers
- Integrated with the database registration process for mentors
- Updated to include information on virtual resources and reporting procedures
  - Refers mentors to acementortools.org for updated virtual resources
- Mentor training PDF can be downloaded in database upon completion of training or on acementortools.org/virtual/

- Recommend hosting a virtual kick-off meeting for team leaders, mentors, and school champions
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Developed to help mentors, team leaders, and affiliate mentor liaisons as they support mentors and strengthen their mentoring relationships with students.

- Includes summaries of all ACE policies relative to mentoring, procedures and best practices for mentors, and copies of relevant forms.
- Also includes reporting procedures, example scenarios, and state specific requirements about reporting suspected incidents of child maltreatment.

Affiliate Mentor Liaison Policy Handbook can be found as a quick link on acementortools.org/virtual/.
The **affiliate mentor liaison** is responsible for:

- Ensuring that all **mentors and team leaders** are aware of **reporting requirements** for any incident that may arise with a student, mentor, or other.
  - Any incident of suspected child abuse or any incident involving ACE students and/or mentors that puts their health, safety, and welfare at risk must be reported.

- Serving as the **designated reporting** person for the affiliate.

- Reporting all incidents to ACE National, school contacts, and authorities (as required by the state).

- Becoming familiar with the **affiliate’s state mandatory reporting requirements**.

- Maintaining an **accurate list of school contacts** for every school involved with affiliate.
Affiliates must select a leader within their affiliate to serve as the **affiliate mentor liaison**.

The **affiliate mentor liaison** should be someone who has regular contact with team leaders and mentors:
- Affiliate director, board chair, or mentor committee chair

**Affiliate mentor liaison** is required to complete an annual, 30-minute web-based training through ACE National based on the **Affiliate Mentor Liaison Policy Handbook**.

Regional Directors will be contacting your affiliate this week to **confirm the name and email address** of the person that will serve as the affiliate mentor liaison.

- **September 11** – Confirm affiliate mentor liaison
- **September 14** – Web-based training sent via email
- **October 2** – Deadline to complete training

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**Assigned Tasks**

Dear Katie Bawarskl,

The following tasks have been assigned to you.  

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<th>Title</th>
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<tr>
<td>Affiliate Mentor Liaison - Policy Handbook</td>
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<td>Affiliate Mentor Liaison - Policy Handbook Training Video</td>
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Your Employee Portal Login Information:

- **Username**: katiebawarskl
- **Company ID**: [Redacted]
- **Password**: [Redacted]

Login to access your assigned tasks

Please contact Diana T Eidershink at deafleshink@acementor.org.
In Person Training Overview

• Required for all new mentors
• In person attendance is a very important element of the training
  • Helps weed out people who aren’t committed to mentoring
  • Important to ensure people are paying attention, and can watch reactions

Training “is a focus on STRENGTHENING mentors’ KNOWLEDGE and SKILLS for how to develop and sustain high-quality and effective relationships with their mentees.”

ORIENTATION is going over rules, regulations and policies

EFFECTIVE Training program will have BOTH!
In Person Training Agenda

• Importance of mentoring
• Program Policies and Procedures
  • Local & National’s updates
• Recognizing and reporting child abuse
  • What does this mean and why (include state specific requirements)
  • Types of abuse
  • Signs of child abuse
  • What to do when someone tells you they are being abused
  • How to report disclosure
• Mentoring Best Practices
Transitioning to Virtual Mentor Training

• Same material as in person will be covered
• Requiring new and returning mentors to participate
• Program Policies and Procedures will be updated to include virtual programming
  • Still including information as it relates to in person programming so I don’t have to repeat the information when we resume in person programming.
• Recognizing and reporting child abuse will continue to be included with special considerations for virtual mentoring
• Tips for running a successful virtual session
  • Considering this as a separate training
• Special considerations for virtual training
  • How can this still be used as an effective mentor screening tool?
  • How can we verify that people are paying attention?
  • Need to make it interactive in some way, which isn’t required when in person
Benefits to Virtual Mentor Training

“Programs with ongoing training made available to mentors showed greater effects in the mentoring relationship” (DuBois, Holloway, et al., 2002)

• Easier to host sessions more frequently
• Oversight and tracking of attendance is streamlined
• Huge time saver!
• Greater opportunity to have ongoing training opportunities for mentors
  • Inviting guest presenters who might not otherwise be available for in person trainings
ACE Twin Cities – Kickoff Meeting

Informal event that combines

- Mentor Training
- Mentor Registration
- Program Overview
- Project Introduction
- Happy Hour
- Mentor Appreciation
- Networking Event

**Updates for Virtual Kickoff have not yet been completed**
ACE Twin Cities – Kickoff Meeting

Duration: 2-3 hrs

Allows us to
- Share Facts & Figures
- Get Mentors Registered
- Discuss Important Compliance and Policy information
- Share program tools

95% of ACE graduates enroll in higher education. Over 75% enter majors linked to the design and construction industry.

ACE students graduate high school at a greater rate than non-ACE participants.

ACE increases the diversity of college students majoring in A-E-C.

2019 Facts and Figures

SCHOLARSHIPS:
- $2.7M NATIONALLY
- $587,500 CENTRAL REGION = $128,000 CMIC
- $27,000 ACE TWIN CITIES = $10,000 CMIC

ACE Mentor Program

As an ACE mentor, you play an important part in assisting the program to achieve exceptional outcomes.

2019 Facts and Figures

SCHOLARSHIPS:
- $2.7M NATIONALLY
- $587,500 CENTRAL REGION = $128,000 CMIC
- $27,000 ACE TWIN CITIES = $10,000 CMIC

How Do I Register for ACE?

- Log onto www.acementor.org
- Click ‘Mentors/Volunteers’ link at top of page
- Click ‘Registration’
- Complete Registration and Background Check

Policy – Reporting Abuse

Mandated Reporting
- National ACE Policy
- ACE Mentors must report any good faith suspicion or belief that a child is being abused (physically, sexually, emotionally) or exposed to any form of violence or threat
ACE Twin Cities – Kickoff Meeting

Design Charette based upon ACE TC CIRT project (shout out to Kansas City)

Goal of Design Charette

- Introduce the program design project
- Get the mentors on each team interacting (ice-breaker)
- Put the mentors thru an accelerated program that mimics the student’s journey
- Identify Team Leads as necessary

**Virtual Kickoff Update Potentials**
Case Study: Seattle

**VIRTUAL: MENTOR APPRECIATION TRIVIA**

**About Seattle:**
- Seattle, Bellevue, Tacoma
- 220 students completed
- 185 mentors completed
- $100k in scholarships

**Mentor Appreciation:**
- Early each summer
- Apps & drinks in Seattle
- Mini golf, shuffleboard, pinball
- One event, never served everyone properly
- What could we do instead?
VIRTUAL: MENTOR APPRECIATION TRIVIA

Pub Trivia:

- I'm a huge fan
- Looked into a small place online: Walsh (too busy to respond)
- Looked into a bigger place online: Crowdpurr (too crazy to understand)
- Just decided to do it myself
VIRTUAL: MENTOR APPRECIATION TRIVIA

Steps:

• Collect questions / make PPT/PDFs
• Create team answer form (Google forms)
• Create master answer document
• Confirm adequate Zoom license
• Send Outlook invite
• Compile RSVPs
• Assign teams
• Brainstorm rules & protocol
• Hold a practice session (important!!)
• Incorporate feedback
• Create master event PPT
• Email attendees to confirm, assign roles
Case Study: Seattle

VIRTUAL: MENTOR APPRECIATION TRIVIA

"It is hard for me to enumerate the many valuable lessons I have learned from my time with ACE as there were so many. But one that stood out the most is the confidence I developed through the course of my 4 years in ACE mentorship. All of my ACE mentors have pushed me to be a good team player, to be a better contributor member, and just be the best of myself."
VIRTUAL: MENTOR APPRECIATION TRIVIA

Protocol:

• No Googling – Honor System
• Everyone assigned to a Color
• Each team had a presenter, recorder
• 10 sets of questions
• Breakout rooms
• Socializing in breakout rooms and in main room
• Set timer for 10 minutes
• Could send announcements to breakout rooms (“5 minutes!”)
• “Help” button was available on Zoom
• Reviewed answers after each set
• Prizes: Most questions right and SECOND to last place
VIRTUAL: MENTOR APPRECIATION TRIVIA

Hello! You are slated to be recorders and presenters tonight for ACE Trivia.

Presenters will be able to SHARE THEIR SCREEN and will share these sets of questions, when it’s time.

Recorders will use THIS GOOGLE FORM to record and submit answers.

Some of you were promoted when others were unable to come. We’ll get it all figured out tonight if we need to move folks around. See you in 10 min!

Angela
VIRTUAL: MENTOR APPRECIATION TRIVIA
VIRTUAL: MENTOR APPRECIATION TRIVIA

Case Study: Seattle
## VIRTUAL: MENTOR APPRECIATION TRIVIA

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<td>Purple Team</td>
<td>Animals/Insect</td>
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<td>Blue Team</td>
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VIRTUAL: MENTOR APPRECIATION TRIVIA

Question Set #6

ACE MENTOR PROGRAM
ARCHITECTURE • CONSTRUCTION • ENGINEERING
Engage Excite Enlighten

QUESTION SET #6 – ACRONYMS
1. Sport Utility Vehicle
2. Light Emitting Diode
3. Deoxyribonucleic Acid
4. In Case You Missed It
5. Radio Detection and Ranging
6. Supreme Court of the United States
7. Acquired Immunodeficiency Syndrome
8. Bavarian Motor Works
9. Occupational Safety and Health Administration
10. Entertainment and Sports Programming Network
Final Verdict:

- Filled 5 teams (~20 people... 10%)
- Seattle, Bellevue & Tacoma mentors participated (good!)
- Socializing in breakout rooms & main room
- Everyone had fun!
- Took THREE HOURS – less questions?
- I kept forgetting to set the timer
- “Management” aspect was significant
- Could add another host; someone to emcee, someone to tally
- Someone with Excel skills (Andrew F?) could really optimize this
- Possible to use an online system?
- I will mail ACE prizes – water bottles, post-its & pencils
- Super cheap.... Only cost was my time (~5 hrs) and prizes
We will start the Q&A now, please continue to use the chat feature in GoToWebinar dashboard.

We will compile the Q&A in a follow-up document with a link to the recording of today's session.