



MENTORSHIP FOUNDATIONS

GENERAL REGISTRATION

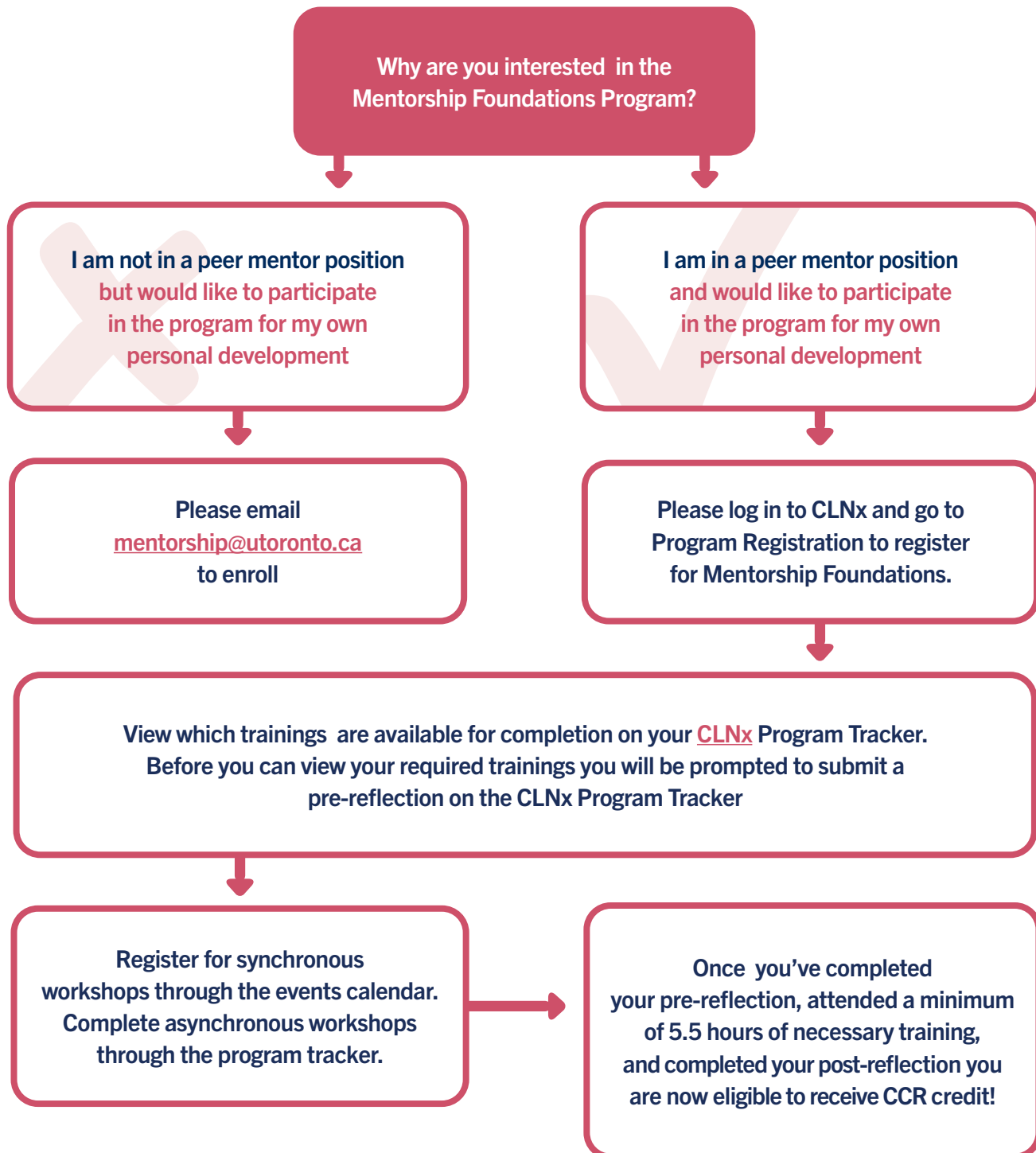


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GENERAL REGISTRATION

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Need further assistance?

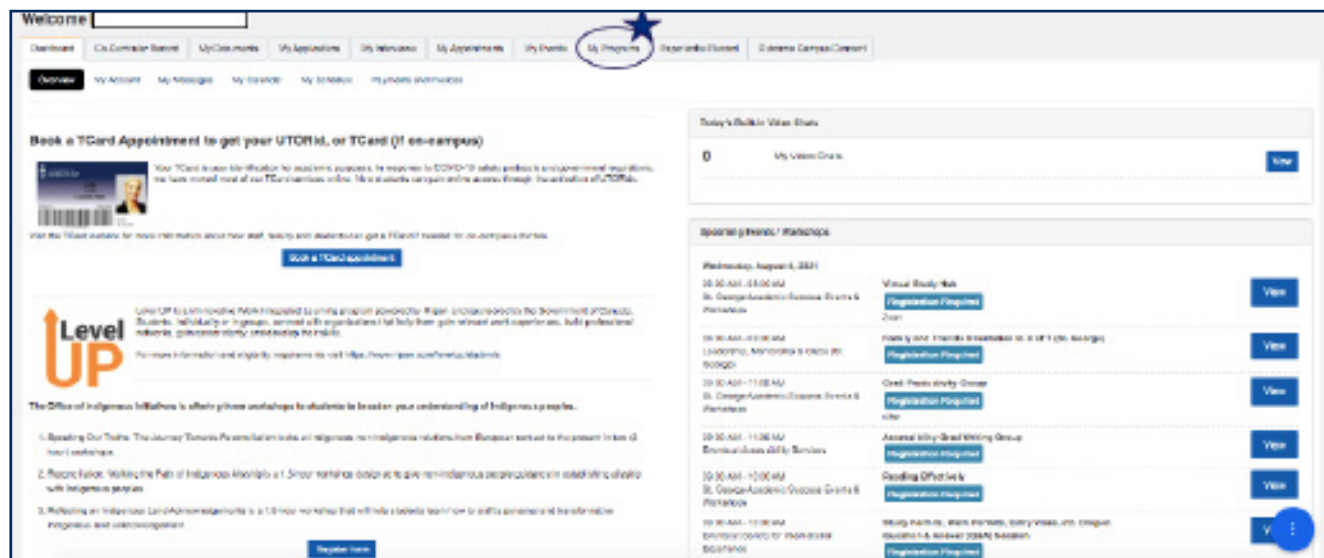
Contact mentorship@utoronto.ca

ACCESSING AND COMPLETING TRAININGS

Pre Reflection

Instructions on how to check which workshops are required for your training and how to access asynchronous assignments.

1. Please log in to **CLNx** and go to Program Registration to register for Mentorship Foundations.
 - If your program / coordinator is requesting you complete this training for your role, please register in your specific program. Your coordinator will let you know what the title of your Program Tracker is.
 - If you are interested in participating in this program and are in a mentor / peer role, please register under “General”.
2. Once you have enrolled, find the “Mentorship and Peer Programs Foundations General” on CLNx under “My Programs”.



3. Click on the tab, and it will lead you to see the Mentorship Foundations Training Program you are enrolled in.

The screenshot shows a student dashboard with a dark header. On the left is a profile icon and a 'Student' button. The main header area displays 'Student Name' and 'BSc - Civil Engineering'. Below this is a navigation bar with tabs: APPPOINTMENTS, EVENTS, ORDER HISTORY, PROGRAM TRACKING (selected), EMAILS, EXPERIENTIAL EDUCATION, and EXPERIENCE. The main content area shows 'TOTAL RESULTS 1' and 'DISPLAYING: 1 - 1'. Below this is a table with the following data:

Module	Program Name	Program Status	Date Enrolled (1)	Required Activities Completed	Required Activities in Program	% of Program Completed
Program Registration	Mentorship and Peer Programs Foundations 2020-2021 (PhysioMP Mentors)	Open	October 16, 2020 09:52 AM	0	1	0%

- Click on the “Mentorship and Peer Programs Foundations” and it will lead you to see the completion status as well as access to the asynchronous assignments that you are required to complete. Before you complete anything, you need to complete a short pre-reflection > this will take under 5 minutes to complete.

Asynchronous Workshop List

The screenshot shows a detailed view of the asynchronous workshop list. It includes a header with a profile icon, a 'Student' button, and a search bar. Below the header, there is a section for 'Program Details' with the following information:

- Program Name: Mentorship and Peer Programs Foundations 2020-2021 (PhysioMP Mentors)
- Program Status: Open
- Date Enrolled: October 16, 2020 09:52 AM
- Required Activities Completed: 0
- Required Activities in Program: 1
- % of Program Completed: 0%

Below the program details, there is a table with the following data:

Activity	Description	Status
The No-Workshop Workshop (REQUIRED)	This module provides an overview of the program and the role of a peer mentorship relationship. It also provides an overview of the program and the role of a peer mentorship relationship. It also provides an overview of the program and the role of a peer mentorship relationship.	NOT STARTED
Knowing Your Program (REQUIRED)	This module provides an overview of the program and the role of a peer mentorship relationship. It also provides an overview of the program and the role of a peer mentorship relationship. It also provides an overview of the program and the role of a peer mentorship relationship.	NOT STARTED
Meeting Your Mentor (REQUIRED)	This module provides an overview of the program and the role of a peer mentorship relationship. It also provides an overview of the program and the role of a peer mentorship relationship. It also provides an overview of the program and the role of a peer mentorship relationship.	NOT STARTED

1. Set 1. Complete online and Building Relationship Online	REQUIRED
2. Identify Assist Refer	REQUIRED
3. Knowing Your Resources	REQUIRED
4. Setting Group Intentions	REQUIRED
5. Building Rapport Online	REQUIRED
6. Creating an Inclusive Environment	REQUIRED
7. Feedback and Reflection	REQUIRED

Mentorship and Peer Programs offers a variety of asynchronous assignments such as: Identify Assist Refer, Knowing Your Resources, The Mentoring Relationship, Setting Group Intentions and Building Rapport Online.

Check which ones you are required to complete for your training. Each asynchronous assignment comes with instructions informing you what to do.

TITLE	DELIVERY	TIME	LEARNING OUTCOMES
The Mentoring Relationship	Asynchronous	30 min	<ul style="list-style-type: none"> Describe the scope of the mentoring relationship
Identify Assist Refer	Asynchronous	30 min	<ul style="list-style-type: none"> Describe how to support individuals experiencing significant challenges to their mental health
Knowing Your Resources	Asynchronous	1 hr	<ul style="list-style-type: none"> Demonstrate how to find an appropriate resource/referral to meet the needs of their Mentee
Setting Group Intentions	Asynchronous	30 min	<ul style="list-style-type: none"> Understand the importance of setting intentions and communicating expectations, either in a partnership or a group setting
Building Rapport Online	Asynchronous	1 hr	<ul style="list-style-type: none"> Understand the importance of building rapport and developing trust in a mentoring relationship

You will know your requirements based on:

- Specific Program: will say “required” beside it and / or your coordinator has asked you to complete
- General: you can choose whichever you want to do. You need to have a total of 5.5 hours completed in order to gain CCR

**For both programs – you will need to have 5.5 hours IF you want CCR accreditation. Both asynchronous and synchronous workshops count toward these 5.5 hours. Please note, part of the 5.5 hours MUST include the synchronous workshop called “Creating an Inclusive Environment”.*

- Once you have completed the asynchronous assignment, it will be approved by a staff after checking your submission. It may take up to a week to get a “confirmation” - please be patient!
If you have questions - email mentorship@utoronto.ca.

Synchronous Workshops List

Mentorship and Peer Programs offers a variety of synchronous workshops such as: Facilitating Groups Online, Boundaries in Your Peer Support Relationship, 1:1 Communication & Building Relationships, Creating Inclusive Environments and Academic Skills Starter Kit. Check which ones you are required to complete for your training.

TITLE	DELIVERY	TIME	LEARNING OUTCOMES
Boundaries in Your Peer Support Relationship	Synchronous	1.5 hrs	<ul style="list-style-type: none"> Identify and communicate boundaries Describe how to respond to an urgent situation in an online setting
Creating an Inclusive Environment	Synchronous	1.5 hrs	<ul style="list-style-type: none"> Define an inclusive environment/relationship Determine inclusive strategies that Mentors/Peers/Advisors can employ in their relationships
Facilitating Groups Online	Synchronous	2 hrs	<ul style="list-style-type: none"> Understand and adhere to policies regarding confidentiality Demonstrate active listening Demonstrate effective rapport building in an online setting with groups Facilitate a group discussion online
1 on 1 Communication and Building Relationships	Synchronous	2 hrs	<ul style="list-style-type: none"> Understand and adhere to policies regarding confidentiality Demonstrate effective rapport building in an online setting with individuals Demonstrate active listening Practice empathy in conversations
Academic Skills Starter Kit	Synchronous	2 hrs	<ul style="list-style-type: none"> Apply questioning and active listening techniques Explain five major strategies to foster academic success Formulate personalized and suitable suggestions for students to try out

How to Register for Synchronous Workshops

1. Students log on to CLNx (clnx.utoronto.ca)
2. Go to the “EVENTS & WORKSHOPS” page OR click on the direct link (it will take you to step 5)
 - All up to date links are here: studentlife.utoronto.ca/program/mentorship-foundations-training
4. Click “Leadership, Mentorship & Clubs (St. George)”
5. Find the workshop you need to attend on the calendar
(there are usually several of the same workshops provided on different dates)
6. Click “Register for This Events” then input your information
7. You will receive a confirmation email regarding your registration
8. The Zoom link will be sent out to you 24-hour and 2-hour prior to the workshop

When you complete a workshop, it may take up to 1 week for it to appear on your program tracker.

Concluding Mentorship Foundations

Once you have completed key requirements for the program you will be given access to the post-reflection.

As a reminder, you will need to have 5.5 hours IF you want CCR accreditation. Both asynchronous and synchronous workshops count toward these 5.5 hours. As a reminder, part of the 5.5 hours of training **MUST** include attending the synchronous workshop called “Creating an Inclusive Environment”. You will also be required to complete a pre- and post-reflection to gain CCR accreditation.

FAQS

I am a student from UTM/UTSC and am interested in this program, can I still participate?

Please email mentorship@utoronto.ca before registering for any workshops!

I'm not in a Peer Mentoring position at the University but am interested in this program, can I still participate?

Please email mentorship@utoronto.ca before registering for any workshops!

I'm in a Peer Mentoring position at the University and am required to attend some Mentorship Foundations Workshops for my training. What do I have to do to complete my role-required training?

As part of your role required training your Program Coordinator will let you know which specific workshops you have to attend. For example, you might only have to attend the 1.5 hour workshops of 'Creating an Inclusive Environment' and 'Facilitating Groups Online' to suffice the training requirements of your Mentorship program. In order to complete your training you must fill out the pre-reflection on the [CLNx](#) Program Tracker, attend the workshops, and then fill out the post-reflection.

I'm in a Peer Mentoring position at the University and am required to attend some Mentorship Foundations Workshops for my training. What do I have to do to earn CCR?

If your role required training requires you to complete 5.5 hours of Mentorship Foundations training then you are already eligible for CCR and will be approved soon after you complete it! However, if your role required training only requires you to complete less than 5.5 hours (i.e., just the modules of Creating an Inclusive Environment and Facilitating Groups Online), then you are invited to continue with completing more training in order to meet the CCR threshold and then you can be given Co-Curricular Credit for it once completed.

There are no more synchronous sessions for a workshop I need to attend - what can I do?

Please email mentorship@utoronto.ca to see if we might be offering an asynchronous version of the workshop or if we are adding more dates / times for the workshop.