

MENTOR GUIDELINES FOR PEER LEADERS

These Guidelines were created for the purpose of providing guidance and direction to mentors who have volunteered to support peer leaders. OLLI peer leaders are the backbone of the organization. Providing a broader network of support in areas of technology, presentation skills, classroom management, and/or connection to greater resources will expand the lifelong learning opportunities for leaders and for mentors, as well as build lasting new partnerships, and even friendships, across the organization.

1. The Curriculum Committee will facilitate partnerships between mentors and peer leaders who've requested a mentor.
 - If either the mentor or the peer leader finds this is not a good match, they should contact the Curriculum Committee immediately and another mentor will be recruited.
2. Mentors will help familiarize new peer leaders with the OLLI program and the Peer Leader Handbook, including:
 - Scheduling
 - Peer leader responsibilities
 - Services available through the OLLI office such as posting information about the class on the website and putting articles in the Newsletter.
3. Mentors may accompany the peer leader to observe an existing class using a similar format to the one they are planning.
 - Discuss the pros and cons and possible changes needed to make their class succeed.
4. Mentors first need to ask what the peer leader needs help with, then:
 - Listen to their ideas and make suggestions;
 - Help them design and structure their prospective class, if needed;
 - Help them find necessary resources such as speakers, etc.;
 - Help with technical needs, if mentor feels capable, or refer them to the Curriculum Committee for technical expertise;
 - Help build confidence and empower them with advice, as needed, on teaching techniques, use of class assistant, attention to details, etc.;
 - Serve as a support person and sounding board.
5. Mentors should remain available and meet with peer leader as needed throughout the planning phase of class development.
6. Once the class starts, mentors should attend one or two classes and help the peer leader evaluate what is working and what needs improvement.
7. Mentors must keep in mind that the class belongs to the peer leader and that the choices are his/her responsibility.
8. Remember it is okay to ask for help from the Curriculum Committee and the OLLI office.

THANK YOU FOR VOLUNTEERING TO SUPPORT OUR PEER LEADERS!