**Mentoring Process (ECTA Teacher, appendix 5)**

**Seminar content:**

* Preparation
* Duties of mentor and mantee
* Programm run - mentoring

Goal of the mentoring programm is to prepare the leader for the ECTA Certified Teacher test.

Prerequisite: Semina „Giving and Receiving Feedback“ and Theory of sample lesson

Who can be mentor?

ECTA Coaches / ECTA Trainer / ECTA Teacher

Until 5 ECTA Teachers in a branch are certified: temporary mentors

(See Council Meeting protokoll)

Preparation

* Sample lesson units are to be worked out in written form
* Written concept with first feedback in written form
* Personal attendence is required for mentor – for a project at least 2 times
* Both sides – Mentor and Mentee – must have heart the seminar “Giving and receiving feedback”
* The mentor can be selected by the mentee
* Whenever Mentor and Applicant collide, another mentor can be selected

Requirements for planning the workshop are

Clubsituation

Actual knowledge of participants

Aim of the lesson

Splitting aims into lesson steps

Types of lesson units to be reflected during mentoring process

* Single workshop (duration up to one day)
* Club night (duration 1-3 hours)
* Project (f.ex. a class, which means up to 1 year)

Steps for reflecting the unit

* Preplaning /Requirements
* Warm up
* Repetetion
* Main phase; describe goals and aims
* Workshop
* Cool down
* Personal reflection

**Revisions**

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| **Nr.** | **Changes** | **Release** | **Contrib.** | **Date** |
| 1. | First merge, description |  | EH/AK/MP | 2013/11/01 |
| 2. | Review |  | AK | 2016/01/07 |
| 3 | Update for website | 1.5 | EH | 2018/04/30 |