



# TLT Mentor Operations

1. TLT Staff Influence
  - A. TLT Mission & Goals – Video #1, About TLT
    - i. The “Shared Service Experience” Principle (pg. 5)
    - ii. TLT Mission Statement (pg. 5 sidebar)
    - iii. TLT Goals (pg. 6)
  - B. TLT Purpose & Pledge
    - i. TLT Purpose (pg. 6)
    - ii. TLT Pledge (pg. 6 sidebar)
    - iii. The “Mentors Model” Principle
  - C. TLT Objectives & Communication
    - i. TLT Objectives (pg. 6)
    - ii. Maximize Adult Involvement (pg. 7) – Video #2 Program Sequence
    - iii. The Key to Success (pg. 7)
    - iv. Structured for Success (pg. 7) – Video #3, Club Staff Structure
  - D. TLT Expectations & Competencies – Video #4, Mentoring Essentials
    - i. TLT Program Expectations (pgs. 19-22)
    - ii. TLT Competencies (pg. 16 sidebar)
    - iii. Correlating Expectations & Competencies
    - iv. Additional Expectations for Mentors
  
2. TLT Program Outline & Operations – Video #2, TLT Program Sequence
  - A. Club Orientation Program (pg. 10)
    - i. Facilitate Club Orientation Program Training
    - ii. Update your Club’s Handbook
  - B. Program Outline (pgs. 10-12)
    - i. Recommended Operational Rotations & Other Options (pgs. 10-12 sidebars)
    - ii. Entry Requirements
    - iii. TLT Duties
  - C. Operational Departments (pg. 16)
    - i. Six Operational Departments (pgs. 19-21)
    - ii. Special Operations (pgs. 16 & 22)
    - iii. Operational Key Words (pg. 16 sidebar)
  - D. Incorporating AY Levels, Basic Staff Training, Master Guide Training
    - i. Voyager & Guide (pg. 11 sidebar)
    - ii. Basic Staff Training (pg. 11 sidebar)
    - iii. Master Guide Training (pgs. 11-12 sidebar)



### 3. TLT Mentor Practices

- A. Selecting TLT Mentors (pg. 10) – Video #3, Club Staff Structure
  - i. Assigned TLT Mentors
  - ii. Operational Mentors
  - iii. TLT Mentor Criteria
- B. Lab Planning – Video #5, Lab Planning
  - i. Lab Planning Purpose
  - ii. Lab Planning Process – handout
  - iii. Lab Planning Challenge
- C. Department Evaluation Preparation – Video #6, Operation Overview
  - i. Purposes of Department Evaluations
  - ii. Department Evaluation Preparation – handout
- D. Leadership Development Program Mentoring Networks (pg. 14)
  - i. Club-Level Leadership Development
  - ii. Conference-Level Leadership Development – handout
  - iii. Union-Level Leadership Development

### 4. TLT Mentor Safety

- A. Protecting Teens & Adults
  - i. Signing TLT Documents
  - ii. NAD Child Protection Policy – handout
  - iii. NAD Code of Conduct – handout
  - iv. TLT Challenge
- B. Supervision, Trips, Transportation
  - i. Supervision Guidelines – 2 handouts
  - ii. Trips & Off-Site Activity Planning – handout
  - iii. Transportation Safety – 2 handouts
- C. Medical Care & First Aid
  - i. Permission to Transport & Medical Consent Forms
  - ii. First Aid/CPR/AED & Emergency Medical Care
  - iii. First Aid Kits
- D. Technology & Social Media Safety
  - i. Smart Phone Usage
  - ii. Online Safety – handout – 3 videos, ARM Social Media Strategy to Success
  - iii. Social Media Guidelines – handout