# Mentor Training Scope & Sequence Template (Attachment A)

File Name: MPACycle4-LEAName-A

Approved Provider Name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Completing Attachment A

Applicants for the Cycle 4 MPA LEA application must use this Mentor Training Scope & Sequence template to describe their mentor training program. We understand the scope and sequence might be tailored at a later point to meet LEA needs. However, modifications that delete, omit, or shorten parts of the approved scope and sequence will not be allowed.

## Mentor Training Hours Requirements

The scope & sequence must total 14 hours. Please note that an additional 4 hours of coaching are required for this application. See the Review Criteria document and Coaching Plan (Attachment C) for more information.

## Mentor Training Scope & Sequence Template

Use the following template and the guiding questions below to describe your program’s mentor training scope and sequence. Each row is designated for each day of training. Refer to the Day 2 of 3 Scope & Sequence model for clarity on the required components and a deeper understanding of successful mentor training.

## Column Descriptions

Date(s) and Duration (Hours): *List the approximate date and duration of this training (e.g., 6 hours). As a reminder, mentors must, at minimum, complete one* *training before the school year begins and once each semester. See the Guidelines for specific duration requirements.*

Alignment to Required Categories: *Check all that apply to the training.* *Trainings can cover one or more categories per day.*

Objectives & Competencies: *List the specific and measurable mentor training objectives (aligned to mentorship competencies outlined in the Review Criteria document) for this training. Additionally, list the mentorship competencies from which the session’s objectives were derived.*

Agenda: *Indicate how much time is allotted to each section of the agenda. Provide a brief description of each agenda item.*

Mentor Practice: *What will mentors specifically practice during this training? How will the training provide explicit opportunities for mentors to practice using effective feedback models like the “See It, Name It, Do It” framework?*

Performance Tasks: *In alignment with the training objectives, what performance tasks will you use to measure success of the training? How will you know the objectives have been met?*

| **Date and Duration (Hours)** | **Alignment to Required Training Categories** | **Objectives & Competencies** | **Agenda** | **Mentor Practice**(Must be clearly aligned to objectives) | **Performance Tasks** |
| --- | --- | --- | --- | --- | --- |
| Date:Click or tap to enter a date.Duration:Click or tap here to enter text. | Check all that apply:[ ]  effective mentoring partnerships[ ]  coaching cycles[ ]  data-driven instruction[ ]  lesson preparation[ ]  learning environment | Objective(s): Mentors will be able to… Competencies addressed: |  |  |  |
| Date:Click or tap to enter a date.Duration:Click or tap here to enter text. | Check all that apply:[ ]  effective mentoring partnerships[ ]  coaching cycles[ ]  data-driven instruction[ ]  lesson preparation[ ]  learning environment | Objective(s): Mentors will be able to… Competencies addressed: |  |  |  |
| *Add rows for additional days as needed and delete this text.* |  |  |  |  |  |