

Peer Mentor Training Session - Outline of Activities

McMaster Engineering Leadership Program

2013 – 2014

Session Overview

Index	Agenda	Time Elapsed (100 minutes Planned + VST)	Lead by
1	Welcome / Appreciation / Attendance	3 minutes	Negin
2	Initial T-shirt Distribution	5 minutes	Greg – Scott – Saif (Saturday) Kalia (Tuesday)
3	Introducing Mission and Background	10 minutes	Negin
4	Role of a Mentor	5 minutes	Minha
5	Skills we Expect	5 minutes	Minha
6	Self-Monitoring	5 minutes	PMs – The team
7	Dividing PMs into Groups based on Tutorial time slots ➤ Missing time slot configuration	10 minutes	Negin – Rachelle
8	Quick ice-breaker	10 minutes	Negin and the team
9	First Year Experience: ➤ What do we know?	5 minutes	Negin and PMs
10	First Year Experience: ➤ How can we help?	7 minutes	Negin and PMs
11	PMs to write down their approach	5 minutes	PMs
12	Few Drills: 1. Feedback 2. Asking good questions ➤ Active Listening	10 minutes	Minha
13	Look over the Tutorial Session Plan	10 minutes	Negin
14	Q & A	5 minutes	All
14	Learning Portfolio - Brief	5 minutes	Minha
15	T-shirt Distribution Cont'd	As required	Greg (Saturday) Kalia (Tuesday)
16	Video Shoot Introduction - Script	5 minutes	Negin (to introduce Multimedia Team)
17	Video Shoot	As required	Saif – Scott

Scheduled starting time: 1:00 pm (August 31st 2013) / 5:00 pm (September 3rd 2013)

Scheduled clean-up time: 3:00 pm (August 31st 2013) / 7:00 pm (September 3rd 2013)

Ice-breaker Activity in Brief

Wallet Stories:

Students look through their wallets for funny / weird items and discuss the story behind it. (For example an item that you had for a long time or something that you are proud / ashamed of carrying)

Peer Mentor Training Session – Take Away Notes

McMaster Engineering Leadership Program

2013 – 2014

Table of contents

- Mission and Background
- What to Focus on
- Expected Skills – Role of a Mentor
- Personal/Team Approach
- Takeaway Drills
 - Constructive Feedback
 - Active Listening
- Engineer 1P03 Tutorial Session Plan Overview
- My Chart and Schedule
- Important Contact Information – Important Dates
- Peer Mentor Video Shoot Script

Mission and Background

Encouraged by the Associate Dean of Engineering and the ENG 1 Department, McMaster Engineering Leadership Team (SELECT) has developed and organized an Engineering-specific Peer Mentorship Program to encourage Student Engagement and increase the success rate of incoming MAC ENG students.

What to Focus on

Goals to achieve: Helping students to:

1. **Connect** with faculty personally
 - What do we ask the professors? Guideline/Strategy to utilize office hours
2. Survive **Transition** from high school to university
3. Gain Relationship building skills
4. Self-monitor / Self-check

Expected Skills - Role of a Mentor

Be Leaders and Representatives of the Faculty!

Fundamentally, a leader is expected to fulfill:

- **Knowing** (knowledge and understanding)
- **Being** (Attitudes)
- **Doing** (Skills)

But what makes you a **good leader**?

- ✓ Be **Purposeful** in what you are doing, you are here to learn after all!
- ✓ Be **Inclusive**, we are engineering, **united!** We can make a change!
- ✓ **Empowering**, you have more power than you think!
- ✓ Be **Ethical**, this makes you much more reliable.
- ✓ Be **Process Oriented**, everything takes time but it happens finally! Enjoy the journey!

Peer Mentor Training Session – Take Away Notes

What do you need to do as a Peer Mentor?

- Be a curious learner
- Try to get to know the students
 - Not only hear what they say but **actively listen**
 - Share your stories with them, our experiences, the mistakes you have made, what you have observed, let them know that you know! After all, you have been there, done that!
- Not only **be an authentic and responsible person** but model to be one. You have that **Power!**
- **Invest!** You have taken the time already; let's make the most of it by:
 - Facilitating group discussions to maximize the value/outcome.
 - Be resourceful. **Put yourself out there.** At the end of the day it is you who gains the most!

Take a moment! Think about it! What makes you a GOOD mentor? What makes you a BETTER mentor?

Skills I have	Skills I need to develop

What do you think can be a challenge for incoming engineering students? As a Peer Mentor, what can you do to help?

Ideas my team and I came up with

Topic/Challenge	Discussion	Proposed by

Peer Mentor Training Session – Take Away Notes

McMaster Engineering Leadership Program

2013 – 2014

Take away Drills

1. **Constructive Feedback:** As Peer Mentors, one thing you are responsible for is to **Provide Feedback**.

While providing feedback, it is very important to:

- a. Be **Constructive!** How? By being:
 - Useful
 - Meaningful
 - Impactful
 - Easy to understand
- b. Focus on **Observed Behaviour**
- c. Make the feedback **Objective**
- d. Be **Specific**
- e. Be **Sensible**
- f. Keep it **Short and Concise**
- g. Focus on the issue, not the person!
- h. Do not leave it on the air. **Suggest Solutions**.
- i. Do not be Critical / Accusatory / Vague; it simply kills the positive effect.

You may also receive feedbacks from your colleagues or even the students. If so, try to

- Listen
- Ask questions for clarification
- Do not get defensive
- Do not argue
- Reflect
- Be descriptive, not evaluative
- Handle feedback with care

2. **Active Listening - Asking Good Questions:** Active listening is simply to Actively Listen! Listening with all senses! Giving full attention! But how can we be an attentive or active listener and more importantly, how can we convey this message to the speaker?

You can totally “Speak loudly” when you are listening to someone talking by **Non-verbal communication**.

- **Smile** and use other facial expressions. Even **Postures**; such as occasional nodding.
- Make **Eye Contact**. Do not be Distracted or looking for **Distractions** such as looking at a clock or watch, doodling and etc. Sometimes **Environmental Factors** (such as side conversations) can cause distractions. **You do not need to Pretend you are listening** rather **communicate your trouble focusing** and move away from distractions.

Do not forget **Verbal Communication**. Such as:

- Positive Reinforcement (Yes, Uh-huh, No way, etc.)
- Remember what they say or have said before. Do not make them feel they were ignored.
- Take notes if you know you will have trouble remembering later. It gives the speaker a sense of importance.
- Questioning and ask for Clarification can be very effective for both parties to stay focused.
 - Plan your questions – it is important to recognize the purpose of the question being asked.
 - Focus on one question at a time.
 - Learn to speak each other’s language – Not literally but metaphorically.
 - Watch your wordings. Stay neutral!
 - Do not interrupt the speaker if your question is not being answered. Wait for them to finish and then rephrase.
- Reflect! Write a short piece of reflection and share it with the speaker. This strategy really helps developing a mutual understanding.

Peer Mentor Training Session – Take Away Notes

McMaster Engineering Leadership Program

2013 – 2014

Engineer 1P03 Tutorial Session Plan Overview

Tentative Plan:

Leads	Time Elapsed	Discussion of Activity
IAI / Faculty	Approximately 25 minutes	(Prior to the Peer Mentors) Course intro - Faculty/Staff Guest introduction. IAI will announce small group ice breaker – announces that later on peer mentors will join, students are not aware PMs are already in the classroom.
IAI / Planted First Year Students (PMs disguised)	10 minutes	Getting to know each other icebreaker activity: Deliverable: <ul style="list-style-type: none"> ✓ Each student to leave knowing name, face, and characteristic/events of others. ✓ Get a taste of how everyone can work with each other: Allow small groups to facilitate their own ice breaker activities. Peer mentors to blend in with students (Role modeling to show students how to lead a conversation)
Peer Mentors	5 minutes	Peer mentors reveal identities and tell their stories. → Wake- up call experience (must be a positive) and discussion of key relationships with people in our lives
Students / Peer Mentors	15-18 minutes	Conversation. Reflect on what they just heard. PM observes and takes notes on student responses.
Q&A (To occur in a large group setting (i.e. entire class))	12 minutes	3 min: Students take time to write their 3+ questions. <ul style="list-style-type: none"> ○ To be handed in to their peer mentors so we can keep records ○ Questions will be written on cue cards and be randomly drawn <ul style="list-style-type: none"> • Question topics: ENG 1 success • Ideas of student questions may be about: <ul style="list-style-type: none"> ○ Labs/tutorials logistics ○ Disciplines of engineering ○ Fears/worries 9 min: Q&A – tips <ul style="list-style-type: none"> ○ PMs respond to a random draw of these questions (keep the question sheets for our records) ○ PMs can use back up questions in case of necessity ○ This area pertains to ENG 1 success information and tips. <ul style="list-style-type: none"> - Example: What was the hardest part? - What would you go back and change? ○ Student deliverable: a sheet of tips (→ ways to be successful)
Feedback (Forms) Taken by Peer Mentors (Peer Mentors are also required to record their observations and feedbacks – to be handed in to the IAI at the end of the session)	5 minutes	Questions to focus on: <ul style="list-style-type: none"> • Feeling any more comfortable talking to peers? • Benefits from the activity? • Helpful at all? Additional Feedback Questions: <ul style="list-style-type: none"> • Did you get any ideas on who and what are necessary for success? • Would you recommend this be repeated next year? • Did you learn anything? • (Please refer to the check list below – Please have it with you!) Help students fill out feedback Handouts

Peer Mentor Training Session – Take Away Notes

McMaster Engineering Leadership Program

2013 – 2014

ENG 1P03 Checklist for Feedback Portion

Date: _____ Peer Mentor: _____

- Students know the name and contact of their TA.
- Students approach a professor or staff to introduce themselves and/or ask questions.
- Students identify value in building a positive relationship with the faculty and staff.

- Students are able to start and wrap up conversations with new peers.
- Students take the initiative to network and introduce each other to more people.
- Students learn names and personal information of at least 2 people during the tutorial.

- Students ask good questions to Peer Mentors for first year expectations.
- Students set goals for their first year and how they'll find help or resources.
- Students find out success strategies from Peer Mentors and faculty/staff.
- Students identify areas for improvement in study habits and workload management.

My Chart and Schedule

After sorting out which tutorial sessions you are participating in, put the info in the chart below. Let's face it, we are getting older, we may forget!

ENG 1P03 TUTORIAL SESSIONS I AM PARTICIPATING IN				
	DATE	TUTORIAL NUMBER	TIME SLOTS	LOCATION
1				
2				
3				
4				
5				

Peer Mentor Training Session – Take Away Notes

McMaster Engineering Leadership Program

2013 – 2014

Important Contact Information

If you still have any questions or ever felt concerned, please do not hesitate to email mac.eng.leadership@gmail.com at any time, we are here to help!

The program coordinator, Ms. Minha Ha, is also always reachable at englead@mcmaster.ca.

You can also reach me at balaghn@mcmaster.ca at any time, I will be glad to assist.

Please check out our Website (www.eng.mcmaster.ca/select) and Blog (www.mac.eng.leadership.org). There you can find more information about our year-long Mentorship program. If you would like to continue this amazing experience, feel free to contact mac.eng.leadership@gmail.com and we will put up your mentor profile online and accessible for all students.

****Remember to mark your calendars for Peer Mentors PIZZA PARTY on September 12th 2013 at 7:00 pm.****

Peer Mentor Video Shoot Script

In case you are willing to participate in McMaster Engineering Peer Mentorship promotional videos, scripts are available for you to look over. Please approach any of the Multimedia Team Members and they will assist you.

**McMaster
Engineering**



Logo designed by: Michael Tibay

McMaster Engineering Leadership and Peer Mentorship Team

