

## Troop 121 JLT Mentor / Mentee Worksheet

Dear Mentor,

Thank you for accepting a mentor position in the troop. The Troop has established this program to better train our Junior Leaders. The Junior Leaders are doing this as part of their Junior Leader Training (JLT) in order to earn their "Trained" patch. The scout whom you are mentoring is to contact you to set up an appointment to talk to you about the items below. They should come to you with a written job description and their goals for their position. You need to help him establish an action plan for how to reach his goals. Each scout is at a different level in his scouting career so some Junior Leaders may need more direction than others. Please make sure that your mentee has a written job description and goals prior to meeting with you. The idea of the meeting is for you to help the scout adjust his goals and establish an action plan for what needs to happen in the next six months from your perspective as both an adult and his mentor. The idea is not for you to write the goals list; he should come to you with that list already written down.

The following topics are not the only topics you can cover, but they are the ones that need to be covered to make sure that every scout discusses the minimum requirements for his job.

### Mentor/Mentee Topics

Position Responsibilities – What is this scout's job and what is his job description. This section is where the scout should talk about what he required to do. Example: The SPL runs the Wednesday night meetings, PLC meetings, and is in charge of the troop. This list is not everything the SPL has to do, but it is a start.

Role Within the Troop – What does this scout need to be doing other than the bare minimum in the troop? This should include things like guiding younger scouts, being a role model, etc. This step is where the mentor should suggest/push older scouts to be active leaders.

Goals (One Time Tasks) – These are one time tasks that need to be completed by this scout. Example: The librarian needs to put library pockets and cards in the back of all the troop merit badge books.

Goals (Repeated Tasks) – These are repeated tasks that need to be completed by this scout. Example: The librarian needs to check out books to scouts that want to check them out from the troop library. He also needs to put pockets and cards into new books the troop buys.

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Action Plan – Steps to Meet above Goals – What steps is the scout (and you) going to take to make the above goals happen? Be specific. Avoid things like sometime or somewhere. Set due dates for the steps. Example:

1. As librarian I will meet with the Advancement coordinator on Feb. 20<sup>th</sup> at their home to put pockets and cards in each scout merit badge book the troop owns.
2. I will make sure that I announce at the next meetings that if anyone has books checked out that they return them so I can put them on the list of books.
3. This example is not a full list, but a starting point.

Follow Through – Talk to the scout about the importance of following through on the action plan you have made above. The troop, both scouts and adults, are counting on him. His ability to get elected next time may well depend on his getting these tasks done.

PLC Attendance – If the scout is in an elected position other than APL then he needs to attend the PLC meetings which are normally the last Wednesday of the month at 6:15 PM. If a PL cannot make it to the meeting then it is his responsibility to make sure his APL attends the PLC meeting.