

Friday, September 26th:

Session 1: What's in your Knapsack

What makes a good mentor

Experience, technical skills

Flexibility, empathy, respect, commitment, management skills

Good official and good teacher

N2 advancement evaluations are training and demonstration evals all in one.

Goal is preparing officials for LSC Championships/sections/futures deck

Interactive, questions encouraged, strive for understanding and demonstration of necessary skills over evaluation sessions

Important to customize your approach to each mentee to maximize their experience

What's expected for N2 mentors?

Know your stuff

Stacy current by attending higher level meets

Be prepared

Follow the rules

Be professional

Put mentee's interest first

Respect confidential observations and info

Be honest but constructive with feedback

Fulfill commitments

Ask for help

Common expectations that mentees hold:

Accurate information and advice

Attention

Patience

Listening skills (listen to the mentee)

Respectful tone

No surprises

Be prepared with a variety of teaching skills

Play to your mentee's abilities

Be adaptive

Successful mentoring begins before the meet

National mentoring program is made up of 2 steps

- Requirements for requesting an evaluation (vetting)

- Requirements for applying for advancement

- All freshly downloaded from the website

Up to date evaluation performance requirements

- Professional documents

- Evaluation templates

- All freshly downloaded from website

Break in the new boots

- Know the scope of your engagement from the QOM document

- How do officials request an evaluation?

- Who vets the applicants?

- Stay in touch in weeks leading up to the meet

 - Meet Referees

 - Other evaluators

 - Team leads

A few pointers and tips for budding an effective mentoring plan:

- Keep number of mentees reasonable (4 for newer mentor and 8 for an experienced mentor)

- More capacity with recerts versus advancements

- More capacity with evals concentrated in the same position

- Factor into your plan whether or not you are officiating

- Speak up if you are uncomfortable with your assignments

Should you solicit or accept evaluation requests at the meet? No

Should you evaluate and be evaluated? Usually, no. Depends if it can work with plan.
Priority is mentee

Should you evaluate if you are the meet referee? Probably not, but limited evals can work.

Success of the meet always comes first, before all evaluations.

Get to know mentees

- Confirm eligibility for eval

- Explore their meet history in OTS to gauge experience

Reach and introduce yourself and confirm eval (1-2 weeks before)

- Professional documents

- Requirements

- Eval template

- Create open line for questions before the meet

- Set up a time to introduce yourself at the meet

Download and read documents

- National documents

- Meet information

- Evaluation schedule

- Requirements for requesting evaluation and for advancement

Customize the evaluation templates for your mentees

Session 2: Scaling Mt OTS

Application submitted by LSC OC

If approved, an OQM letter is sent to the LSC OC with all pertinent information

Certification, recertification, and advancement information are on the website and updated. All involved should be aware of the document, requirements, and procedures.

As a mentor:

- Working as a mentor is a privilege

- Access to information is a private contract between you and the mentee

Mentor evaluations:

- USA Swimming -> Officials -> My OTS Evaluations

- Show All Evals toggle -> No

- 21 days post meet, All evals toggle -> yes

- Should be completed 1-2 weeks after the meet

Session 3: Outfitting yourself for a successful mentoring trek

Show up early in uniform

Connect with your mentees but don't single them out

- introduce yourself

- Talk about the process *adjust as necessary

- Confirm sessions

- Answer questions

Touch base with your fellow mentors

Work your plan

Balance is key

- Be attentive but don't distract

- Be accessible but don't lose focus

- Provide guidance but don't hover

- Assess fairly but do not nit pick

Respect learning styles

Don't interfere with the successful conduct of the meet!

Seek out opportunities to touch base with mentees throughout each session they are observed.

- Positive feedback about skill mastery

- Constructive coaching to level up skills not yet demonstrated

Raise the topic of goals so that you can direct the action plan

How do you get someone back on the trail?

- Some mentees may require more attention

- Be explicit about the skills you need to see demonstrated

- Set up additional sessions beyond the bare minimum if the mentee needs more time to master skills

But if they get lost...

- Your obligation is to give each of your mentees an evaluation

Expectations could be granted for emergencies or unusual circumstances but not for failed demonstration of required skills

Document the Trek

Keep notes for recall and providing specific feedback

Seek input from other is relevant such as the Team Lead or the MR

Reviewing the hike

Who is the audience for the written N2 evaluation?

The mentee

Future MRs

Future evaluators

Mentoring working group

Elements of a well written review?

Fair

Succinct

Actionable

Reading the map

Evaluation templates mirror professional documents

Be sure you have a chance to fairly assess reach criterion

Be creative to ensure you can accurately assess each area

4: demonstrate the required skill consistently throughout the meet without any corrective feedback

3: reflects competency, proficiency, mastery even if it takes some mentoring to get there by the end of the evaluation

2: suggest area of improvement that cannot be addressed during the scope of the evaluation

1: identify critical areas of skill development needed

The overall rating is not an average but a big picture rating

Add color commentary to the evaluation to help personalize and complement the number ratings

Action Plan

Understand a mentee's goals so that you can guide the action plan to make it relevant

Help to drill down to focus and give mentees achievable action plan to prepare then for the next relevant step

SMART Action Plan:

S= Specific

M= Measurable (other OQM Meets, etc.)

A= Achievable

R- Relevant

T= Time-bound

Complete the evaluation template for the mentee

Print or email a copy to the mentee for your debrief discussion

Carve out 10-15 minutes to speak with the mentee

Private space but not isolated

Make sure mentees aren't distracted by duties they should be performing

Review the completed evaluation template with the mentee

Discuss the Action Plan section in depth

Be open to tweaking the content to better reflect any new information you gain in the conversation

If recommending advancement, make sure the mentee understands the process to APPLY for advancement or recertification.

Mentee must:

CONFIRM they meet all the requirements to apply for advancement (1 year for N2 to N3)

Wait to see the OWM sessions show up in their meet history

Wait to hear from the evaluator that their evaluation has been uploaded

Apply for advancement within years of the evaluation

If you are not recommending advancement, help guide the mentee on the process to be re-evaluated at a future date.

Encourage mentees to provide feedback on you and the mentoring program through the Evaluate the Evaluator form

Session 4: Campfire Chats: Crucial Conversations

Crucial Conversations

Opposing opinions

Strong emotions

High stakes

Choices when faced with crucial conversations

Avoid them, face them and handle poorly, or face them and handle well

Start with heart (why are you an evaluator, put your heart at peace, what do I want for the mentee, what do I want for me, what do I want for this relationship)

Create safety

Pool of shared meaning

Mutual purpose

Watch for signs of stress

Understand your own stories

State your path to action

Keep options open

Session 5: