MET PROGRAM INSTRUCTIONS

This program consists of eleven (11) sessions reflecting the MET program framework. These sessions are listed in the following:

1. Mentor-Mentee Relationship
2. School Culture & Infrastructure
3. Personal Attributes
4. System Requirements
5. Pedagogical Knowledge
6. Modelling
7. Feedback
8. Observation Feedback Reflection
9. REF Framework
10. Tools for Mentors and Mentees
11. Conflict Resolution & Leadership

The sessions are ordered so you will need to complete the first session before progressing to the second session and so forth. Importantly, each session builds on previous sessions with sequential understandings about mentoring.

The sessions consist of the following components:

An introduction – each session begins with an introductory statement that presents an overview of the session.

Readings – The MET program is founded on well-respected and established research. Each session contains at least one reading that you are expected to read for enhancing your understanding of the essential components of quality mentoring. Readings will be useful for completing various activities.

An activity – As part of your commitment to this program and to assist in developing a meaningful understanding of the concepts and practices, each session contains at least one activity you are required to complete. The completed activities for each session will form your MET program portfolio that will be assessed by an external reviewer who will check the completion of all portfolio activities. This may take up to 15 working days. If completed successfully, a certificate will be generated and emailed to you. If a session or two requires further input, then you will be notified what needs to be done to achieve successful completion within the timeframe.

What to do to complete an activity…

In each session, you will need to download the activity, which is a word document, complete the activity questions and/or reflections in the document, and then upload it to your portfolio. On the session page you will be able to see when you have successfully uploaded your completed activity as it will look something like this:

Upload Date	File	Status
May 17, 2016 9:31 pm	Download File	Saved
May 28, 2016 7:28 pm	Download File	Saved

At the bottom of each session you will see a "complete session" button in blue, which you will need to click. The page will refresh and a new message will appear at the bottom of the page directing you to the next session or your portfolio.

You will be able to return to your portfolio during the program and modify any activity at any time, as the final portfolio submission will not occur until the very end of all 11 sessions.

Watch – This segment gives you the opportunity to hear an explanation about an aspect of the MET framework as a focus in the session, or see a particular skill modelled, or observe a scenario/example for further exploration in an activity.

Listen to others – In most sessions, you will be given an opportunity to listen to the views of early-career teachers and/or mentors from primary and secondary schools concerning the focus aspect or skill of the session. You are also encouraged to have conversations with other teachers about the session topic for building your own mentoring capacity.

Interact with others - This program has a Facebook page and at the conclusion of each session you are provided with a discussion point or focus to explore within a community of educators. This is a wonderful opportunity to develop further your understanding of effective mentoring. Should you not be a user of Facebook, then you can use the same discussion point or focus in the staffroom or in any professional learning community to which you belong.

FINAL SUBMISSION OF THE PORTFOLIO
Instructions are provided at the end of Session 11 to assist you with uploading your final portfolio.

EVALUATION OF THE PROGRAM
We value your feedback regarding this program. To this end you can choose between two different evaluation formats.

The first evaluation consists of a set of statements **for each session** to which you need to **bold** a response using a Likert scale (Strongly agree (SA), Agree (A), Undecided (U), Disagree (D), and Strongly disagree (SD)). The statements are followed by a brief opportunity to list what helped you learn the material presented in the session and what needs improvement. The second evaluation consists of open-ended questions where you can write a full response about the program from an overall prospective.

If you think you would prefer to evaluate each session as you progress then please download the evaluation document *now* and save it to your computer for progressive completion. At the end of Session 11, simply upload it in the same way as you have done for the other completed activities.

If you are unsure about any of the instructions when you are going through the program, please email METprogram2020@gmail.com and you will receive a response within three working days.

The MET Team.