Updated Online SC Mentor Training
Guidance Document for Districts

In response to the COVID-19 crisis and the need for districts to train mentors for the 2020-21 academic year, CERRA and the SCDE modified the SC Mentor Training to allow for it to be conducted online. Permission to offer SC Mentor Training online was extended beyond the pandemic to meet the changing needs of districts. Trainers should review all of the Online SC Mentor Training Materials available on the "Online Materials" tab of the South Carolina Mentor Training Hub before conducting training. The following information is provided as guidance for districts that plan to conduct this training online.

●It is our recommendation that participants have additional practice using the coaching dialogue protocol in pre-observation and post-observation conferences in face to face settings as the virtual platform limits the authenticity of the conferences. I&M Coordinators may wish to provide additional examples of this work and should discuss best practices for engaging in difficult dialogue. Mentors may receive professional development credits for any additional training provided and these credits can be applied toward the required professional development credits (see 2.6 c in the 2017 Induction and Mentoring Guidelines).

●Online training must include multiple participants but should also be limited to no more than 25 participants. Due to the challenges with keeping participants engaged in online training it may be beneficial to include extra trainers. This also allows one trainer to handle the technology while other trainers are sharing the content and facilitating the activities. Districts may choose to split the training across multiple days as long as all modules and sections are completed.

●The modified training uses the following features commonly available in online training systems such as Zoom: the chat box, breakout rooms, online whiteboards, hand raising, and polls. Trainers must be familiar with these features.

●It is strongly recommended that printed handbooks be distributed to the participants prior to the training. In the event that this is not possible, an electronic copy of the handbook may be shared. Participants also will need to print the documents provided in the PDF file of materials available on the South Carolina Mentor Training Hub.

●On the first day of the training, participants must complete the online "Mentor Training Registration Form" available at https://cerra.wufoo.com/forms/ws6r8cy04oyeq3/. Participants who do not complete this form will not receive credit for the training.

●At the conclusion of the training, the I&M Coordinator must submit the "Mentor Database Excel File" to Jan Patterson at pattersonj@cerra.org. Please list "online" as the location for the training.