

2022 MENTOR TRAINING

- Please wait. The training will begin shortly.



WELCOME

- Name
- Where you teach
- What and where do you ride?
- Why you want to be a mentor?



AGENDA

- Mentorship model
- New instructor process
- Apprenticeship
- Internship
- Logbook
- Coaching tips
- Range management topics
- Mentor resources
- Q&A



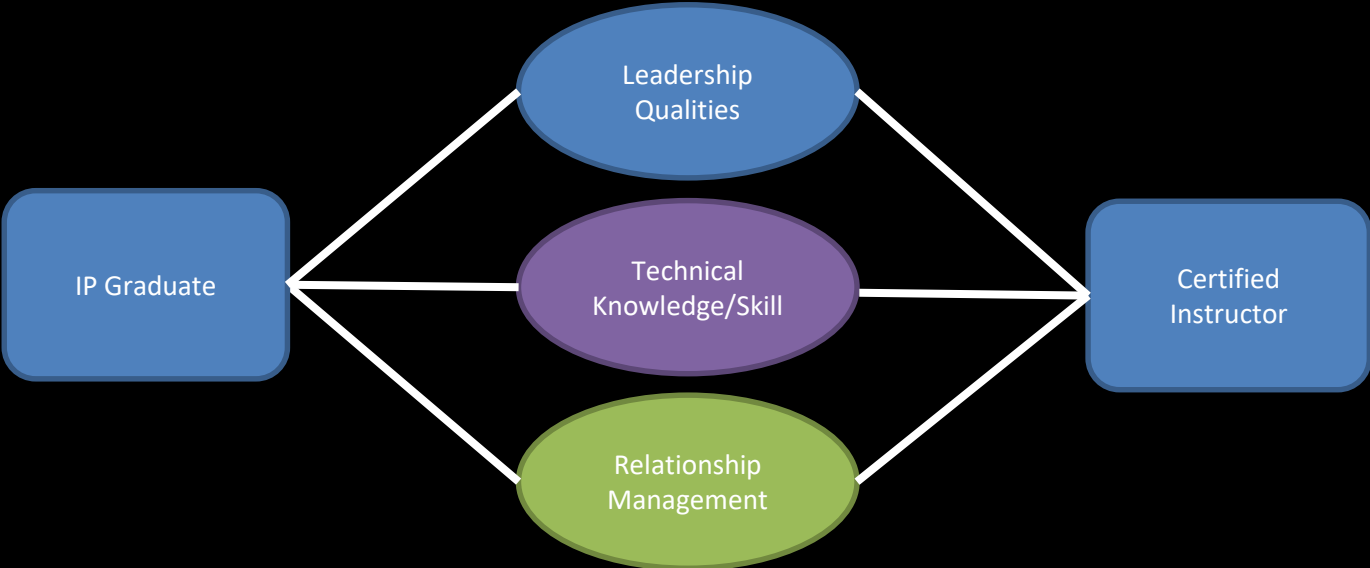
MENTORSHIP MODEL



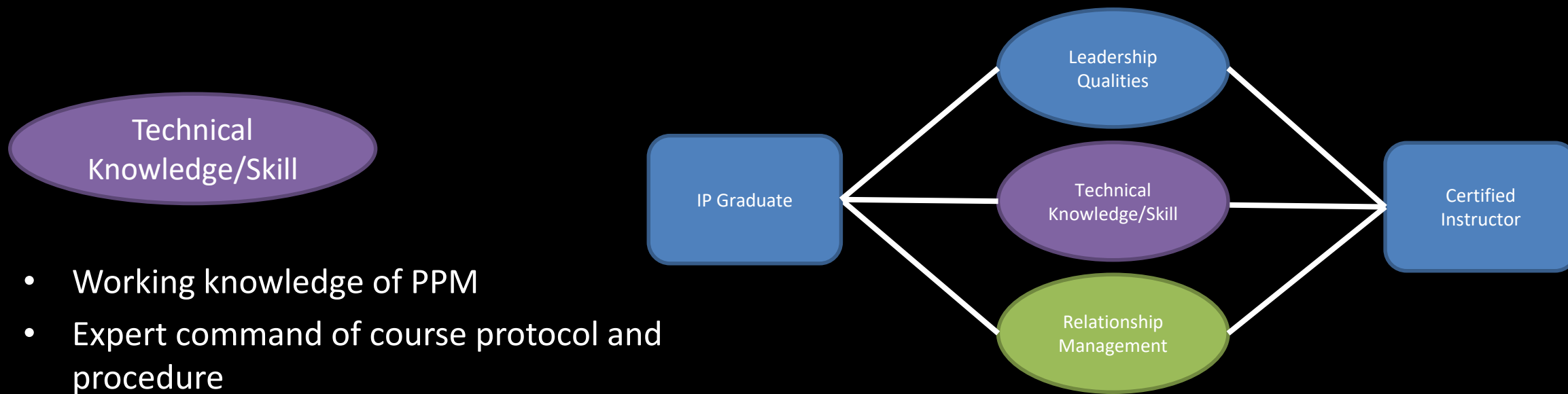
MENTORSHIP MODEL



- Honesty
- Equity
- Integrity
- Humility
- Growth mindset
- Supportive



MENTORSHIP MODEL

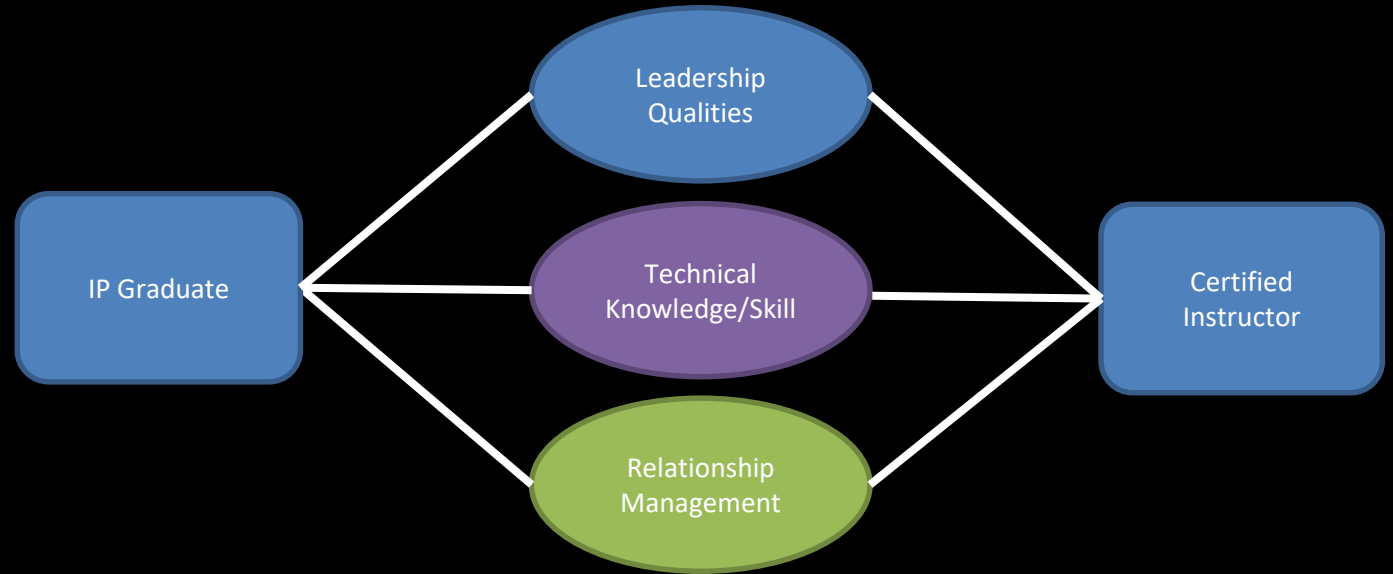


- Working knowledge of PPM
- Expert command of course protocol and procedure
- Expertise in range management
- Expertise in range curriculum
- Knows the “whys” of exercises
- Knowledge of IP process and curriculum

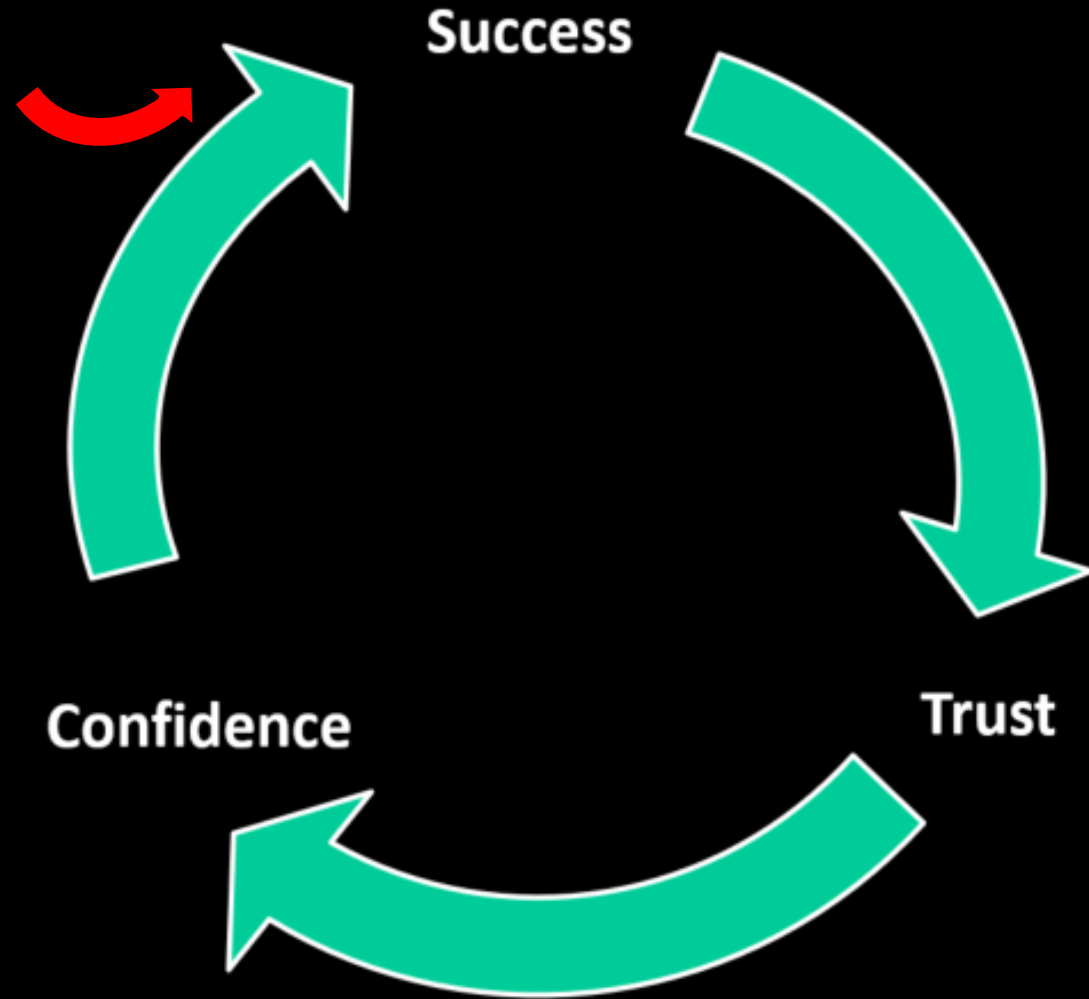
MENTORSHIP MODEL



- Setting and managing expectations
- Communication
- Consistency in messaging
- Assumptions
- Mutual Accountability
- Circle of Success



CIRCLE OF SUCCESS



NEW INSTRUCTOR TRAINING PROCESS

Recruitment

Two Audits, OSU Application

Interview

Instructor Prep

Online Classroom
Skills Test
IP – Range

Apprenticeship - Range

Internship - Range

Demo Practice with GA

optional

ROLE OF THE GA

- What do they do?
- Who does the GA interact with?
- How can a mentor benefit from this relationship?



APPRENTICESHIP

- What is apprenticeship?
- 1st Apprenticeship class
 - Apprentice observes the first two exercises
 - Co-teach the class **(50/50)**
 - Coaching objectives: ID errors, verbal coaching
 - Do every task with them
- 2nd and subsequent apprenticeship classes
 - Still co-teaching, but ratio changes **(75/25)**
 - Work on solidifying range management
 - Coaching objectives: ID errors, verbal coaching
 - Do every task with them
- Completion Criteria
 - Mentor goal



INTERNSHIP

- What is internship?
- All internship classes
 - Intern teaches 100% of assignment
 - Communication across the range
 - Coaching objectives
 - Range Management
 - Verbal coaching
 - Demos
 - Management of administrative tasks
 - Student debrief
 - Time management
 - Conducting Evaluation
- Completion Criteria
 - Mentor Goal



INSTRUCTOR LOGBOOK

Purpose and use of logbook

TEAM OREGON MOTORCYCLE SAFETY PROGRAM

NEW INSTRUCTOR TRAINING LOGBOOK



INSTRUCTOR LOGBOOK

Apprenticeship scoring

- All scoring on one page
- Grading rubric, 1-3
- * = must obtain 3 for sign-off
- First assignment does not meet standard
- Limit general comments to two lines
- Each criterion is described in the glossary

**APPRENTICE-RANGE
Proficiency Log**

Date: _____
 Mentor: _____

Meets Standard: X N

**Course
1**

Course score of "Meets Standard" is obtained only if all areas are scored "Meets Standard."

* Must obtain 3 for sign-off.

Needs Improvement		Meets Standard	
Poor - 1	Fair - 2	Good - 3	

Range Management Section Rating

_____ * Range Control

_____ * Staging

_____ Instructor Positions

8 or greater=Meets Standard

TOTAL		
	MEETS STD.	NEEDS IMP.

Coaching Section Rating

_____ Simulated Coaching

_____ Accurate

_____ * Supportive/Encouraging/Non-Threatening

7 or greater=Meets Standard

TOTAL		
	MEETS STD.	NEEDS IMP.

Instructions/Demo Section Rating

_____ Reads Cards

_____ Demo/Narration Per Cards

_____ Static Practice

6 or greater=Meets Standard

TOTAL		
	MEETS STD.	NEEDS IMP.

Course Management Section Rating

_____ Time Management

_____ Equipment Management

_____ Course Administration

6 or greater=Meets Standard

TOTAL		
	MEETS STD.	NEEDS IMP.

Coaching

INSTRUCTOR LOGBOOK

Internship scoring

- Spread among two pages
- Grading rubric, 1-4

INTERN-RANGE Proficiency Log

Course score of "Meets Standard" is obtained only if all areas are scored "Meets Standard."
 (Score of 1 on any item = "Needs Improvement" for that section.)
 * Must obtain 3 or greater to meet standard.

Date:
Mentor:

Needs Improvement		Meets Standard	
Poor - 1	Fair - 2	Good - 3	Excellent - 4

Meets Standard: Y / N

Course
1

Range Control and Safety Section Rating

_____ No Runners Behind	TOTAL	MEETS STD.	NEEDS IMP.
_____ Situational Awareness			
_____ Reversals			
_____ P.O.T. Managed			
_____ Instructor Positions			
_____ Takes Initiative			

Score lower than 3 on any one item = Needs Improvement for entire section

Staging Section Rating

_____ Load/Unload Controlled	TOTAL	MEETS STD.	NEEDS IMP.
_____ No Runners Behind			
_____ No Surprises			

8 or greater=Meets Standard

Equipment Managed Section Rating

_____ Cold-Starting Procedures	TOTAL	MEETS STD.	NEEDS IMP.
_____ Shutdown/Storage Procedures			
_____ Problems Noted			

8 or greater=Meets Standard

Coaching:

Simulated Coaching Section Rating

_____ Large	TOTAL	MEETS STD.	NEEDS IMP.
_____ Smooth			
_____ Timing			
_____ Appropriate Per Cards			
_____ 11 or greater=Meets Standard			

Verbal Coaching Section Rating

_____ Accurate and Timely	TOTAL	MEETS STD.	NEEDS IMP.
_____ As Needed			
_____ Brief/Concise			
_____ * Supportive/Encouraging/Non-Threatening			

11 or greater=Meets Standard

Static Practice Section Rating

_____ Follows Process	TOTAL	MEETS STD.	NEEDS IMP.
_____ Coaches Students As Needed			
_____ Enough Reps To See All Succeed			

8 or greater=Meets Standard

Exercise Instruction Section Rating

_____ Reads Cards	TOTAL	MEETS STD.	NEEDS IMP.
_____ Inflection			
_____ Encourages Student Attention			
_____ 8 or greater=Meets Standard			

Demo/Narration Section Rating

_____ Speed	TOTAL	MEETS STD.	NEEDS IMP.
_____ P.O.T.			
_____ Technique			
_____ Limited Narration			

11 or greater=Meets Standard

Constant Improvement Section Rating

_____ *Team Player	TOTAL	MEETS STD.	NEEDS IMP.
_____ *Seeks To Improve Knowledge and Skill			

6 or greater=Meets Standard

Coaching:

Time Management Section Rating

_____ Promotes Riding Time/Limits L.I.M.	TOTAL	MEETS STD.	NEEDS IMP.
_____ Stays On Time			
_____ Breaks			

8 or greater=Meets Standard

Course Completion Section Rating

_____ Students Properly Debriefed	TOTAL	MEETS STD.	NEEDS IMP.
_____ Paperwork Organized			
_____ Course Roster Completed			
_____ Problems/Shortages Noted			

11 or greater=Meets Standard

INSTRUCTOR LOGBOOK

Glossary – Identified standards for apprentice evaluation of performance.

APPRENTICE-RANGE INSTRUCTOR PROFICIENCY GLOSSARY

Range Management

Range Control

- Demonstrates basic ability to control the range. Has awareness of other instructor and all students in area of responsibility. Takes initiative to fix problems/needs identified. No running motorcycle(s) behind the Apprentice except momentarily as required in specific exercises.

Staging

- Basic ability to load and unload staging while maintaining safety. Signals are given early - no surprises. No running motorcycle(s) behind the Apprentice.

Instructor Positions

- Uses correct positions and orientation to the range.

Coaching

Simulated Coaching

- Demonstrates basic ability to provide signals that are relatively large, smooth and consistent. Signals provide direction for students rather than responding to students. Signals provide adequate time for students to respond. Simulated coaching is used when appropriate.

Accurate

- Coaching is relatively brief and is relevant to "WHAT TO COACH".

Supportive/Encouraging/Non-Threatening

- Uses positive correction (telling what to do, rather than what not to do). Limited to one or two items per pass. Includes a lot of "well done." Limits coaching remarks to 3 - 5 seconds. Avoids verbiage and tones that are demeaning, condescending, harsh, etc.

INSTRUCTOR LOGBOOK

Glossary – Identified standards for intern evaluation of performance.

INTERN-RANGE INSTRUCTOR PROFICIENCY GLOSSARY

Range Control and Safety

No Runners Behind

- Except for very brief period defined in specific exercises, the instructor ensures bikes that are running are in front of the instructor.

Situational Awareness

- The instructor is aware of where students are and what they are doing at all times. Continually ensures appropriate riding gear. The instructor is also aware of where the other instructor is and what his/her needs might be.

Reversals

- Uses reversals defined for each exercise. Uses reversal procedures outlined in cards (Reversals pp. 54-55).

Path Of Travel (P.O.T.) Managed

- Based on Situational Awareness, instructor corrects students who stray from the P.O.T.
- Ensures safety and controls students at all times.

Instructor Positions

- Utilizes positions and orientation that afford control, evaluation and coaching as defined by the range cards.

Takes Initiative

- Prepares range, bikes and responds to students' needs without waiting for direction.

Staging

Load/Unload Controlled

- Day one
 - Directs each rider out of staging.
 - In position to catch each rider.
- Day two
 - Oversees staging to ensure safety.

No Runners Behind

- Ensures each bike's engine is off before moving past.

No Surprises

- Signals/direction given early. Does not give students last-minute signals/direction (even if student would be in an incorrect place).

INSTRUCTOR LOGBOOK

- Periodically is found with their back to the range
- Takes a minute to find the instructor positions, has to study the cards
- Tries to set the range, but typically has to ask questions
- Timing of simulated coaching is just early enough for student to respond in time . . . Barely
- Rarely provides verbal coaching. When they do it takes 15 seconds or more

INTERN-RANGE Proficiency Log

*Course score of "Meets Standard" is obtained only if all areas are scored "Meets Standard."
(Score of 1 on any item = "Needs Improvement" for that section.)*

* Must obtain 3 or greater to meet standard.

Range Control and Safety	Section Rating		
<u>3</u> No Runners Behind		TOTAL	MEETS STD. NEEDS IMP.
<u>2</u> Situational Awareness			
<u>2</u> Reversals			
<u>3</u> P.O.T. Managed			
<u> </u> Instructor Positions			
<u> </u> Takes Initiative			
Score lower than 3 on any one item = Needs Improvement for entire section			
Staging	Section Rating		
<u>2</u> Load/Unload Controlled		TOTAL	MEETS STD. NEEDS IMP.
<u>3</u> No Runners Behind			
<u>3</u> No Surprises			
8 or greater=Meets Standard			
Equipment Managed	Section Rating		
<u>3</u> Cold-Starting Procedures		TOTAL	MEETS STD. NEEDS IMP.
<u>4</u> Shutdown/Storage Procedures			
<u>3</u> Problems Noted			
8 or greater=Meets Standard			
Coaching:			

Simulated Coaching	Section Rating		
<u>2</u> Large		TOTAL	MEETS STD. NEEDS IMP.
<u>2</u> Smooth			
<u> </u> Timing			
<u>3</u> Appropriate Per Cards			
11 or greater=Meets Standard			
Verbal Coaching	Section Rating		
<u>2</u> Accurate and Timely		TOTAL	MEETS STD. NEEDS IMP.
<u> </u> As Needed			
<u> </u> Brief/Concise			
<u>4</u> * Supportive/Encouraging/Non-Threatening			
11 or greater=Meets Standard			
Static Practice	Section Rating		
<u>3</u> Follows Process		TOTAL	MEETS STD. NEEDS IMP.
<u>2</u> Coaches Students As Needed			
<u>2</u> Enough Reps To See All Succeed			
8 or greater=Meets Standard			

INSTRUCTOR LOGBOOK

- Demo technique - Back on throttle right at the curve entrance
- Demo narration is by the cards
- Breaks run about 17 minutes
- Mentor completed the course roster and skills test forms
- There were no problems or shortages, but mentor evaluated intern's understanding and was satisfied

Date:	Needs Improvement Poor - 1 Fair - 2	Meets Standard Good - 3 Excellent - 4	Meets Standard: Y / N	Course 1
Mentor:				

Exercise Instruction	Section Rating			
<u>4</u> Reads Cards				
<u>1</u> Inflection				
<u>3</u> Encourages Student Attention				
8 or greater=Meets Standard	TOTAL	MEETS STD.	NEEDS IMP.	

Time Management	Section Rating			
<u>3</u> Promotes Riding Time/Limits L.I.M.				
<u>3</u> Stays On Time				
Breaks				
8 or greater=Meets Standard	TOTAL	MEETS STD.	NEEDS IMP.	

Demo/Narration	Section Rating			
<u>3</u> Speed				
<u>3</u> P.O.T.				
Technique				
Limited Narration				
11 or greater=Meets Standard	TOTAL	MEETS STD.	NEEDS IMP.	

Course Completion	Section Rating			
<u>4</u> Students Properly Debriefed				
<u>3</u> Paperwork Organized				
Course Roster Completed				
Problems/Shortages Noted				
11 or greater=Meets Standard	TOTAL	MEETS STD.	NEEDS IMP.	

Constant Improvement	Section Rating			
<u>3</u> *Team Player				
<u>3</u> *Seeks To Improve Knowledge and Skill				
6 or greater=Meets Standard	TOTAL	MEETS STD.	NEEDS IMP.	

Coaching:

INSTRUCTOR LOGBOOK

INTERN-RANGE Proficiency Log

Course score of "Meets Standard" is obtained only if all areas are scored "Meets Standard."
 (Score of 1 on any item = "Needs Improvement" for that section.)
 * Must obtain 3 or greater to meet standard.

Date:
Mentor:

Needs Improvement		Meets Standard	
Poor - 1	Fair - 2	Good - 3	Excellent - 4

Meets Standard: Y / N

Course
1

Range Control and Safety	Section Rating	TOTAL	MEETS STD.	NEEDS IMP.
_____ No Runners Behind				
<u>3</u> Situational Awareness				
<u>2</u> Reversals				
<u>3</u> P.O.T. Managed				
_____ Instructor Positions				
_____ Takes Initiative				

Score lower than 3 on any one item = Needs Improvement for entire section

Staging	Section Rating	TOTAL	MEETS STD.	NEEDS IMP.
<u>2</u> Load/Unload Controlled				
<u>3</u> No Runners Behind				
<u>3</u> No Surprises				

8 or greater=Meets Standard

Equipment Managed	Section Rating	TOTAL	MEETS STD.	NEEDS IMP.
<u>3</u> Cold-Starting Procedures				
<u>4</u> Shutdown/Storage Procedures				
<u>3</u> Problems Noted				

8 or greater=Meets Standard

Coaching:

Good job reading cards verbatim and having supportive coaching. Work on not having running bikes behind. Provide more verbal coaching. Study your reversals Practice verbal coaching to be more concise.

Simulated Coaching	Section Rating	TOTAL	MEETS STD.	NEEDS IMP.
<u>2</u> Large				
<u>2</u> Smooth				
_____ Timing				
<u>3</u> Appropriate Per Cards				

11 or greater=Meets Standard

Verbal Coaching	Section Rating	TOTAL	MEETS STD.	NEEDS IMP.
<u>2</u> Accurate and Timely				
_____ As Needed				
_____ Brief/Concise				
<u>4</u> * Supportive/Encouraging/Non-Threatening				

11 or greater=Meets Standard

Static Practice	Section Rating	TOTAL	MEETS STD.	NEEDS IMP.
<u>3</u> Follows Process				
<u>2</u> Coaches Students As Needed				
<u>2</u> Enough Reps To See All Succeed				

8 or greater=Meets Standard

Exercise Instruction	Section Rating	TOTAL	MEETS STD.	NEEDS IMP.
<u>4</u> Reads Cards				
<u>1</u> Inflection				
<u>3</u> Encourages Student Attention				

8 or greater=Meets Standard

Demo/Narration	Section Rating	TOTAL	MEETS STD.	NEEDS IMP.
<u>3</u> Speed				
<u>3</u> P.O.T.				
_____ Technique				
_____ Limited Narration				

11 or greater=Meets Standard

Constant Improvement	Section Rating	TOTAL	MEETS STD.	NEEDS IMP.
<u>3</u> *Team Player				
<u>3</u> *Seeks To Improve Knowledge and Skill				

6 or greater=Meets Standard

Coaching:

When you are reading the cards try to bring more inflection into the directions. Use the punctuation as a place to pause and catch your breath.

Time Management	Section Rating	TOTAL	MEETS STD.	NEEDS IMP.
<u>3</u> Promotes Riding Time/Limits L.I.M.				
<u>3</u> Stays On Time				
_____ Breaks				

8 or greater=Meets Standard

Course Completion	Section Rating	TOTAL	MEETS STD.	NEEDS IMP.
<u>4</u> Students Properly Debriefed				
<u>3</u> Paperwork Organized				
_____ Course Roster Completed				
_____ Problems/Shortages Noted				

11 or greater=Meets Standard

INSTRUCTOR LOGBOOK

Completing sign off pages:

- When has “meets standard,” ratings in all categories on 2nd or later range assignment.
- Return white copy in course file
- Record date on page 17

APPRENTICE-RANGE SIGN-OFF

_____ has taught a minimum of two (2) complete range assignments, and has achieved “Meets Standard” ratings in all categories during the second or later range assignment. Based on this performance, his/her status is changed to INTERN.

Apprentice Name

_____ *Mentor's Signature* _____ *Inst. #*

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Month Day Year

**Mentor note: Record this date on page 17.*

Return completed **white copy** of form with course file. Yellow copy to remain in logbook.

INSTRUCTOR LOGBOOK

Completing sign off pages:

- Transfer date of apprentice sign off
- Use chart to calculate intern expiration date

COMPLETION/EXPIRATION DATES

Apprentice-Range Sign-Off Date:
 Month Day Year

Intern-Range Expiration Date:
 Month Day Year

Apprentice/Intern Program Training Month Sign-Off Chart

Training months are February through October.

November through January are excluded due to the limited number of courses available.

Sign-Off Month	January	February	March	April	May	June
Expiration Month	July	August	September	October	February	March

Sign-Off Month	July	August	September	October	November	December
Expiration Month	April	May	June	July	July	July

COACHING TIPS

- Limit verbal coaching to 2-4 second
- Prioritize coaching
- No coaching at student's back
- Time your coaching correctly
- Simulated coaching is smooth and large
- Not everyone learns in the same way
- Rephrasing negative comments to positive
- Recognizing success!



COACHING TIPS

Need to know
Nice to know
Noise

Need to know now



RANGE MANAGEMENT TOPICS

- Importance of positions
- Situational awareness
- Reversals
- Managing POT
- No surprising the students
- Takes initiative
- Student dismissal for safety



MENTOR RESOURCES

TO-mentor listserv

GA mentor

Contact training manager

Michael.Heinen@oregonstate.edu

Mentor webpage coming soon

IP process

IP curriculum

This presentation

Mentorship guidelines



WHAT'S NEXT?

- Review online resources
- Review logbook
- Review Mentorship Guidelines
- Connect with your GA mentor
- Await your mentor assignments
- Have fun! Make memories!



