

## Mentoring Process Western New York Region

1. Patrollers interested in becoming an Instructor in one of the NSP Program Areas take the Instructor Development course. When registering for the ID course the Patroller will identify the area in which they would like to train to become an Instructor (if known) or indicate if they are taking the course for personal development or as a Senior Elective.
2. After completing the ID Course the potential Instructor shall make contact with the Region Program Advisor (or if the Region Program Advisor chooses to delegate the responsibility to an Instructor Trainer) in the program area in which they would like to teach. The Region Program Advisor/or designated IT shall:
  - have the Trainee complete an Instructor Application and seek the required names, Completion Dates and Locations as is required on the Application .
  - make sure that the Trainee understands the Mentoring process
  - make sure the Trainee knows they must have on hand the necessary NSP manuals before the Trainee will be accepted as an Instructor.
3. A Mentor is selected by the Region Program Advisor.
4. The Instructor Trainee (and if possible accompanied by their Mentor) observes an experienced Instructor in a teaching situation. (If the Mentor is available, the Mentor and Trainee shall review the teaching technique used in the lesson they have observed for the purpose of reviewing the teaching method and techniques.
5. The Mentor will meet with and assist the Trainee in preparation and presentation of material for actual class situation.
6. The Mentor (or mentor selected instructor) shall observe the Trainee in at least two teaching situations and makes specific notes on the strengths and weaknesses of the lesson.
7. Immediately following the presentation the Trainee should do a self-evaluation of the lesson.
8. Mentor (or designated Instructor) and Trainee will review the self-evaluation and discuss the strengths and weaknesses and how to improve the lesson (if necessary).
9. The Mentor continues to assess the Trainee's progress throughout the training period.
10. The Trainee shall have the responsibility of seeing that the Instructor's Application is updated throughout the process.
11. It should be noted that some Trainees will require more time to complete the training process then others based on their background and experience.



12. During this time the Trainee should also become familiar with the logistics of scheduling and registering courses, completing required paperwork for a course and the requirements to maintain Instructor certification.
13. When the Mentor and the Trainee agree that the Trainee is ready for the final observation an Instructor Trainer (IT) will be requested from the Region Advisor of the specific Program.
  - a. The IT and the Mentor cannot be one in the same.
  - b. The IT verifies that the Instructor Trainee has access to all of the current manuals to teach. The IT shall not give final approval until the Trainee has the proper teaching material available to him or her.
  - c. The IT shall observe the Trainee in an actual teaching opportunity.
  - d. The IT makes the final decision for Instructor status.
  - e. The IT submits the paper work to the Regional Program Advisor who in turn submits the paper work to the Division Supervisor. The Division Supervisor completes the process by sending the material to the National NSP Office.

Reference: the NSP **Guide to Mentoring New Instructors**

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**The following is a list of materials that all Instructors in each particular program area are required to have on hand at all times.**

### **OEC**

*(Until the 5<sup>th</sup> edition is available it is recommended 4<sup>th</sup> edition material should be borrowed)*

**Outdoor Emergency Care Textbook-5th Edition \$80.00 (not available until Aug. 2010)**

**Outdoor Emergency Care Student Workbook - 5<sup>TH</sup> Edition \$?**

**OEC Instructor's Manual - 5<sup>TH</sup> Edition \$?**

**Or**

**OEC Instructor's Set - Which Includes:**

**Outdoor Emergency Care OEC Student Workbook OEC Instructor's Manual \$?**

### **S&T**

**Outdoor Emergency Transportation \$12.00**

**OET Instructor Pocket Guide \$10.00**

### **Avalanche**

**Avalanche Instructor's Manual \$25.00**

**Snow Sense \$ 7.00**

**Avalanche Rescue Quick Guide \$1.75**

**MTR**

Mountain Travel and Rescue Instructor's Manual \$9.50

Mountain Travel and Rescue Manual \$19.50

**Instructor Development**

**Instructor Development: Training the Adult Learner \$19.50**

*(Included when registered for the Instructor Development Course)*

The Instructor Development Course pays for the Instructor Manual once it is determined by the Program Advisor that the patroller would be an asset to the program. \$19.50

*(The present policy)*