

7. Orientation session.

This section supports LDATs to deliver an orientation session for their mentoring program.

The objective of an orientation session is to share general, introductory information on the program. This ensures that participants are prepared and ready to participate.

Resources

- ✓ Training session plan
- ✓ Orientation session PowerPoint slide deck

An orientation session plan with PowerPoint slides is provided. They have been developed based on current research and evidence. These resources can be adapted by your LDAT to reflect the scope of your individual program.

Questions to consider

Questions to consider when planning orientation sessions:

- Will one orientation session be delivered for mentees and mentors to participate in together, or two separate sessions – one for mentees, and one for mentors?
- Will the orientation session be combined with the training session, or held separately?
- Will the orientation session be delivered to the entire group of program participants, or will the LDAT host individual sessions?
- Will it be delivered in-person (face-to-face), over the telephone or virtually?
- How long will the session go for? The session plan is based on a duration of 30-60 minutes; indicative times for each item are provided.
- Who will deliver the orientation session? For example: LDAT staff, Mentoring Program Coordinators.
- Will ex-mentors and ex-mentees be invited to present their experiences of the program?
- How will parents/carers be encouraged to participate? For example, program communication, feedback and celebration.
- Will the session plan and/or PowerPoint slides be adapted to reflect local context and/or needs? Are there any gaps in content that need to be addressed? Organisational logos to add?



Mentoring orientation session plan

This session plan provides an outline of the key areas to cover in a mentoring program orientation session.

As outlined in the table below, each item in the session is linked to specific content, PowerPoint (PPT) slides and session resources.

- PPT slides – a [PowerPoint slide deck](#) is provided. The slide deck contains speaker notes.
- Session resources –links are provided to related content in the guide and extra resources to support you to plan and deliver the session. You may wish to review the resources prior to the session, and where relevant, share copies with participants. Simply click on the links in the table below to access.

Note: LDATs can adapt this session plan to reflect the scope and needs of your program.

| No. | Time | Item | Content | PPT slides | Resources |
|-----|-----------|----------------------------|---|------------|--|
| 1 | 5-10 mins | Introductions and welcome | <ul style="list-style-type: none">• Acknowledgement of Country• Introductions• Session overview | 1-3 | Resources: <ul style="list-style-type: none">• Ice-breaker activity: Introductions |
| 2 | 10 mins | Mentoring | <ul style="list-style-type: none">• Definition of mentoring• Benefits of mentoring, including how mentoring programs can help to prevent and minimise alcohol and other drug harms• Effective mentoring | 4-6 | Guide content: <ul style="list-style-type: none">• Section 3a: What is mentoring?• Section 3b: Benefits of mentoring• Section 4b: Good practice principles |
| 3 | 10 mins | Mentoring Program Overview | Mentoring program overview, including: <ul style="list-style-type: none">• Vision• Mission• Values• Scope (e.g. target audience, timeframe) | 67-9 | <i>Note: Please insert details relating to the scope of your mentoring program on Slide 9.</i> Guide content: <ul style="list-style-type: none">• Section 4a: Define the scope of the mentoring program Resources: <ul style="list-style-type: none">• Program Brochure |

Mentoring orientation session plan

| No. | Time | Item | Content | PPT slides | Resources |
|-------|---------|----------------------------|--|------------|---|
| 4 | 15 mins | Roles and Responsibilities | <ul style="list-style-type: none"> • Roles and responsibilities • Code of Conduct for mentors and mentees, including policies and procedures • Role of the LDAT | 910-14 | <p>Guide content:</p> <ul style="list-style-type: none"> • Section 5a: Roles and mentors and mentees • Section 11: Policies and Procedures • Section 4d: Program management and the role of LDATs • Section 9: Monitoring and supporting the match <p>Resources:</p> <ul style="list-style-type: none"> • Sample Mentee Role Description • Sample Mentor Role Description • Policy and procedures for mentors and mentees. • Debriefing meeting agenda • Sample meeting progress record • Match Agreement |
| Close | | | | 15 | |



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