Mentoring Development Program

Kundalini Research Institute

Introduction to the Program:

The objective of the Mentoring Development Program (MDP) is to support Lead and Professional Trainers to develop the skills, competencies and consciousness to mentor trainers through the Aquarian Trainers Academy (ATA). This program is for Lead and Professional Trainers who wish to become mentors.

This program is designed to support the Mentor in Training (MnT) through participation in a Mentor Support Group (MSG), with coaching from a Mentoring Coach (MC), and with live and video training opportunities. The coach can be the MnT's current/previous mentor or any other qualified mentor in the Academy. The initial program will be approximately one year as it may take some trainers more than one year to complete training as a mentor. The process of becoming an ATA Mentor is based on skill development, not time. It will work to build on previously developed skills.

This Mentoring Development Program has been approved by TTEC for Leads and Professionals and the program began in the summer of 2021. The Mentoring subcommittee of the Professional Development Committee (PDC) will continuously review the program and support the participants.

1. **How to enter the Level One Mentoring Development Program (MDP)**: KRI staff (ATA Administrator) reviews applications and certifies that all prerequisites, quantitative and qualitative, have been met. When all criteria are met, the applicant begins the MDP.
    a. Review this document in order to determine if you meet the prerequisites (see below)
    b. Fill out a Level One MDP Application
    c. Have a KRI approved Mentoring Lead to support the candidate as a Mentoring Coach
    d. Fill out a Mentor in Training Competency Evaluation Form as a self-evaluation
        i. Then review with Mentoring Coach
    e. Fill out Mentoring Coach-Mentor in Training Operating Agreement with MC
    f. Reflection Letter for Mentoring Program completed by a Lead Mentor and 1 additional ATA Member
    g. Have 1-2 mentees (also called TnTs) who meet KRI applicant qualifications to be mentored during the Program

2. **Prerequisites to become a Mentor in Training (MnT):**
    a. KRI Certified Level One Lead or Professional Trainer
    b. Compliance with KRI policies and procedures
        i. Inform Current Mentor that you are applying for the MDP
        ii. KRI Academy Admin signs off for Leads
    c. Good standing with the Code of Ethics and EPS as defined below:
        "A teacher in good standing has complied with all their explicit obligations and is not subject to any form of sanction, suspension or disciplinary censure."
    d. Completed the online video training Tutorials on Level One Administration on KRI website.

3. **Mentoring Pathway**
    a. Individual Development Plan: Mentor in Training (MnT) develops an IDP (Individual Development Plan) with Mentoring Coach
    b. Participate on a Professional or Lead Interview Team.
    c. Leaderless Mentoring Support Group (MSG) Participation -
        i. KRI will assist participants in forming Mentoring Support Groups
        ii. Mentoring Support Group
            - Support Group Process Feedback Form completed after each meeting. This will help KRI understand, evaluate and improve the MDP.
            - Bi-annually the support groups meet to share feedback as reflected in goals, challenges/cautions and strengths/successes as related to ATA Essential Mentoring Skills. This feedback is shared and processed by MnT with MC.
    d. MnT mentors up to 2 mentees (TnTs) at one time (exceptions due to area need and MnT experience are possible- contact ATA to submit an exception request)
        i. Mentee should meet KRI criteria to enter the ATA or already be an ATA member. Mentee should be at least one level lower in ATA than the MnT. At least one of the mentees should be an Applicant, Intern, or Associate. The other one of the two allowed could be a Professional.
        ii. Mentee's Feedback Form to Mentor (MnT): questions to be answered by each Mentee about their Mentor bi-annually.
        iii. Mentor (MnT) Feedback Form to Mentees: questions to be answered by MnT about each mentee bi-annually
        iv. End of each year, Mentor in Training writes a reflection on years' mentoring experience (focus on own growth/learning, mentee's growth/learning and on mentoring relationships), ALSO, updates competencies. Reflection guided by questions.
    e. MnT continues to work with Mentoring Coach for individual coaching regarding mentees
        i. During this period the Mentoring Coach will support the MnT by meeting regularly, supporting and encouraging, addressing the skills that need improvement, monitoring relationship and progression with mentees.
    f. MnT participates in required educational skill development programs
        i. As programs become available, MnT is expected to consult the KRI Resources on Mentoring to continue their education. This could include books, papers, videos, etc. and could be required (by KRI), assigned (by Mentoring Coach) or optional. ATA will continue to develop KRI Resources on Mentoring.

4. **Completion of the Mentor Development Program:** The program is approximately one year, however becoming a mentor can take less or more time.
    a. Mentor's Reflection on mentoring experience as above.
    b. Final update of MnT Competency Evaluation Form
    c. Mentors in Training can self-Initiate Graduation Process by declaration.
    d. MSG dedicates time to hear from MnT and reflect back to MnT - acknowledging strengths, sharing any cautions and individually supporting or not supporting graduation.
    e. Mentoring Coach can also initiate Graduation Process in consultation with MnT. When initiated by MnT, MC reflects in a fashion similar to MSG, also ending with supporting or not supporting graduation.
    f. KRI Certification Committee will make the final determination of approval.
    g. Celebration, Welcoming letter, Public Acknowledgement (announced at Trainer's Bulletin/ or Forum).