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How to book a mentor training

Coordinator's need to book mentor trainings yearly, identifying clearly the format requested:

- **Foundations of Seminar Life** training events are for new mentors, mentors who have had experience leading a group, and trained mentors who have never led a group.
- **Formation Training for Mentoring and Ministry** events are for those who have attended at least two Foundations events and have been recommended by a trainer. Formation events offer advanced training on select topics related to the EfM programme and seminar life, focusing on a particular area of mentor skill. Talk to your coordinator if you qualify and are interested in Formation training. After completing a Formation event mentors will be expected to return to a Foundations event before registering for a further Formation training.

Check with the mentors in your Diocese for a set of dates for which you can book a facility and which will fit with the calendars of most of your mentors or would-be mentors. It is generally best to book a Foundations training in the Spring/Summer so that successful participants can recruit students for the Fall session. Formation events can be left until September/October if that is better for your Diocese and your eligible mentors.

Trainings are usually scheduled Thursday through Saturday, or Friday through Sunday, but any 3 other days of the week can be used.

When you have dates in mind (more than one set is helpful if possible), fill in the Coordinator's Training Request Form found on the website and send it to the EfM Director of Training, the Venerable Christine Ross cross@telus.net. Please note the list of Formation Training Events offered in Canada, with accompanying descriptions, found on the second page of the Training Request Form.

Chris will find a trainer for you, and let you know who that trainer will be. She will send you the trainer's email address and will send your email address to the trainer. As Coordinator you will be expected to be in contact with the trainer to work out the details of the schedule, accommodations and travel.

Please remember that it is EfM policy that different trainers will be sent to your Diocese in rotation, in order to ensure that your mentors experience a variety of training styles and training input. So travel costs will vary from training to training.

Your Diocese is responsible for the trainer's travel, food and accommodation costs, as well as local costs for the venue and meals. Often event participants will contribute a portion of the local costs. The EfM Office is responsible for payment of the trainer's fee. **Please note:** In order to be accredited a mentor must attend the entire training. There is **no flexibility** to allow a mentor to plan to leave for part of the training for any reason.

The training is 18 contact hours. That means 18 hours apart from meals but including the group's worship. The trainer must have control of the agenda for all of the 18 hours. There is no time for 'extras' like attending the local church service or meetings with the wider EfM community during the training.

There are further notes about what trainers need at the training venue etc. at the following link on the EfM Canada website: <http://efmcanada.ca/coordtrainer.html> .

If an already accredited mentor wishes to be an EfM Online mentor, please have them contact the Director of Training directly, as there are very specific criteria for becoming an Online mentor.

The EfM Director of Training is always available at the above email address should you have any questions or concerns about EfM Mentor training.