



Crew Leader Trainee Mentoring Tasks & Talks

TRAINEE: _____

MENTOR: _____

TRAINING DATE: _____

LOCATION: _____

Trainee & Mentor: Use this form to keep track of what each person does during the project. Whether the mentee is shadowing for the first time or leading with the intent to graduate today, this will help each of you in your discussions before and after the project.

Determine who will take the lead for each Crew Leader responsibility:

- Greet crew, introduce yourself
- Facilitate Icebreaker (group question or activity)
- Tool talk (CUSS each one)
- Safety/ hazard considerations for the day
- Share overview of work to be performed
- Demonstrate work tasks, then observe and give tips to help crew become efficient/effective
- Ensure everyone has a role (at start and throughout the day)
- Remind crew to drink lots of water, eat snacks and re-apply sunscreen.
- Encourage crew to pace themselves; take "official" breaks so people feel it is okay to rest
- Watch out for crew who look tired, sun burned, cold, uncomfortable or unhappy
- Monitor crew safety throughout the project
- Provide positive guidance and support to crew members
- Pay attention to potential future leaders, talk with them about it
- Thank Crew at end of day and close project
- Provide constructive feedback to project leadership team at debrief and via project survey

Pre- project discussion

- 1. How would you describe your leadership style? How can you support each other based on this?**
- 2. How do each of you like to receive feedback?**
- 3. What is your goal today as a trainee/ as a mentor?**
- 4. Who will take the lead on each responsibility? What will the other person's role be when they are not leading?**

Post- project discussion

- 1. What was your greatest success today? What was your greatest challenge?**
- 2. Were there any project responsibilities that you did not see/ understand after today?**
- 3. Mentor- please provide any feedback on areas where trainee led today**
- 4. Trainee- what are your goals for your next project? What do you need to move towards graduating?**

Remember to fill out the post-project survey as a leader, if you have additional feedback on your Mentor or Trainee experience, we are always open to that and there is space provided.