

## Example YA Peer Mentor On-Boarding Checklist

**Disclaimer:** This is an example of the different topics that you will need to cover & discuss with YAPMs who are new to their role & your agency. These lists assume that your agency has at least 1 day of training that includes an orientation to the organization, an overview of key practices and policies, including HIPAA.

**Key Practice:** Make sure to set aside time at the end of each day to reflect individually as a new YAPM. Process the day and what you have learned (& what questions you have) with your supervisor, or one of your colleagues.

Week 1 Topics	Date(s)	With who?
<ul style="list-style-type: none"> <li>Professionalism expectations</li> </ul>		
<ul style="list-style-type: none"> <li>Become acquainted with <a href="#">YAPM practice profile</a></li> </ul> <p><b>Watch:</b> <a href="http://www.cbhknowledge.center/what-are-practice-profiles/">http://www.cbhknowledge.center/what-are-practice-profiles/</a></p>		
<ul style="list-style-type: none"> <li>Bonding with new colleagues</li> </ul>		
<ul style="list-style-type: none"> <li>Bio &amp; elevator speech development</li> </ul>		
<ul style="list-style-type: none"> <li>Practice introducing self to TAY &amp; colleagues</li> </ul>		
<ul style="list-style-type: none"> <li>Learn what supervision is &amp; how it works</li> </ul>		
<ul style="list-style-type: none"> <li>Review &amp; reinforce HIPAA</li> </ul>		
<ul style="list-style-type: none"> <li>On-the-job wellness planning &amp; practice</li> </ul>		
<ul style="list-style-type: none"> <li>Orient to technology; practice sending emails</li> </ul>		

Week 2 Topics	Date(s)	With who?
<ul style="list-style-type: none"> <li>Learn about working alliances &amp; mutuality</li> </ul>		
<ul style="list-style-type: none"> <li>Managing time &amp; organization</li> </ul>		
<ul style="list-style-type: none"> <li>Role modeling &amp; what this means on-the-job</li> </ul>		
<ul style="list-style-type: none"> <li>Ethics &amp; managing sticky situations</li> </ul>		
<ul style="list-style-type: none"> <li>Observing colleagues meeting with TAY individually &amp; in group activities</li> </ul>		
<ul style="list-style-type: none"> <li>Reflect &amp; practice writing notes</li> </ul>		
<ul style="list-style-type: none"> <li>Reasonable accommodations &amp; how to request</li> </ul>		
<ul style="list-style-type: none"> <li>Strategic storytelling</li> </ul>		
<ul style="list-style-type: none"> <li>Connect with others in peer role</li> </ul>		

## Example YA Peer Mentor On-Boarding Checklist Cont.

**Key Practice:** Continue reflecting daily on the experience of being in the YAPM role in weeks 3 & 4. This does not need to be with others daily & can be achieved individually – & discussed during Supervision.

Weeks 3-4 Topics	Date(s)	With who?
• Strategic use of self on-the-job!		
• Practice profile selection, planning & setting goals		
• Motivational Interviewing & Active Listening		
• Continued shadowing of individual & group sessions/activities		
• Co-facilitating & facilitating groups & activities		
• More practicing of writing notes from observations		
• Partnering with TAY to develop meaningful goals		
• Communication Skills & Speaking up in meetings		
• Revisit major training topics: HIPAA, Reasonable Accommodations, professionalism & clear boundaries; feeling uncomfortable on-the-job; sticky situations & ethics		

**Remember:** Some of these topics may be covered in training that your agency has offered; most can be found in the YAPM Supervision Guidebook on the CBH Knowledge Website; or supervisors can be creative in developing ways to support YAPMs in engaging in these activities, practices, & discussions to help prepare them to thrive on-the-job!



Want more tools? Visit: <http://www.cbhknowledge.center/young-adult-peer-mentoring-overview/>



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