

Mentor Assigned: Bob [XX 3XO]

Mentee: Newbie [XX TS]

Date Promoted and Mentor Assigned:

Probationary Period: Dates

## TS/TI Mentorship Training

*The Following is the mentor Procedure for Training Specialist and Instructor.  
During the 90-day probationary period, all training mentioned below should be completed. This document should remain confidential with BATCOM & DIVCOM.  
Please feel free to add notes to this Document highlighting the particular task to add any relevant notes for this person. Remember to make a personal copy of this document for each mentee.*

Checkboxes

Mentor X :shown to Mentee

Mentee X: understood and able to reproduce (has been tested by Mentor on this)

\*=not necessary or low priority knowledge for TI

|  |  |        |  |
|--|--|--------|--|
| Position   | Training Specialist / Training Instructor                                      |        |  |
| Position Requirements                                      | <a href="#">Training Specialist</a> / <a href="#">Training Instructor Wiki</a> |        |  |
| Candidate has been shown and demonstrated understanding    | Mentor   | Mentee |  |
| Security Awareness and Information Specialist Badge        |  |        |  |
| Where to find TAW Policy and Code of Ethics                |  |        |  |
| Accessing and using Battalion Wide Google Drive folders    |  |        |  |
| Division and Battalion specific policy and rules           |  |        |  |
| Creating Training Events                                   |  |        |  |
| • Website event creation*                                  |  |        |  |
| • Creating Training Material                               |  |        |  |
| • Managing training event (communication and organisation) |  |        |  |
| Servant leadership, feedback and working with BATCOM       |  |        |  |
| Managing and working with Training Staff                   |  |        |  |
| • Holding team meetings*                                   |  |        |  |
| • Task delegation*   |  |        |  |
| • Identifying and training potential TI candidates*        |  |        |  |

Mentor Assigned: Bob [XX 3XO]

Mentee: Newbie [XX TS]

Date Promoted and Mentor Assigned:

Probationary Period: Dates

## TS/TI Mentorship Training

|  |  |  |
|--|--|--|
| Badges and Tabs  |  |  |
| <ul style="list-style-type: none"><li>• Creating or adjusting game specific commendations*</li></ul> |  |  |
| <ul style="list-style-type: none"><li>• Awarding commendations</li></ul>                             |  |  |
| Dealing with issues and drama <a href="#">Video Seminar</a>  |  |  |
| Proper usage of CoC (up/down) and formal communication   |  |  |
| How to find Information on TAW Wide Events on the Website/Discord/Teamspeak                          |  |  |
| Where to find University reference material  |  |  |
| Where to find TAW Recruitment messages specific to the Division                                      |  |  |
|  |  |  |
| Wrap-Up  |  |  |
| <a href="#">Link to University Test for this position</a>  |  |  |
| Achieved 80%   |  |  |
| University course tab issued   |  |  |

I hereby certify that I have completed the DI Training Mentorship program

|                 |       |
|-----------------|-------|
| Name of Mentor: | Date: |
|                 |       |
| Name of Mentee: | Date: |
|                 |       |

For Leadership only:

|               |  |
|---------------|--|
| Officer Name: |  |
|---------------|--|

Mentor Assigned: Bob [XX 3XO]

Mentee: Newbie [XX TS]

Date Promoted and Mentor Assigned:

Probationary Period: Dates

## TS/TI Mentorship Training

|                                 |  |
|---------------------------------|--|
| Mentorship Tab issued to mentee |  |
| Officer Notes updated           |  |

### **Reference Materials:**

University website

Instructional Videos