

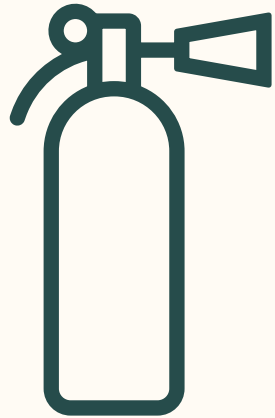
Remember to sign in!

Sign in sheet beside the tea and coffee



2026 Head Mentor Training





Fire Safety & Toilets

Agenda



1

- Introduction
- HM Tasks

2

- Planning
- Skills

3

- Supports
- Wrap-Up


Content Indicator



- Some topics may be heavier than others. We don't want to catch you by surprise.
- We will include the following symbol as an indication that some heavier topics are coming up!
- These aren't triggering conversations; we just want everyone to be mindful!

Section 1

Agenda

- Accountable Space  A small teal icon of a shopping bag with the words "Heavy Topic" written inside.
- Icebreaker
- Reflection: Motivations & Expectations
- Goals
- Head Mentor Tasks
- Encouraging Mentors
- Odyssey Logging

Accountable Space






What do you need for an accountable space?

- Log in to padlet.com/TCDS2S/accountable or use the QR code.
- Anonymously post what you would need for this to be an accountable space



SPACE GUIDELINES: A COMPARISON

Safe Space Guidelines 	Brave Space Guidelines 	Accountable Space Guidelines 
<p>Impossible for organizations to anticipate participants' evolving triggers.</p>	<p>An unbalanced onus of bravery of marginalized communities to maintain bravery while sharing lived experiences to ensure allies can grow and learn from it.</p>	<p>Places an equal amount of onus for all to behave equitably and inclusively to foster a deeper understanding of diverse lived experiences in REAL-TIME.</p>
<p>Impossible to guarantee complete safety since we cannot control people's behaviours or actions to embed DE&I principles in their actions during and after the conversation.</p>	<p>Negates the daily bravery marginalized communities need to display to navigate workplaces and society. Also, it does not lighten marginalized communities' "burden of bravery."</p>	<p>Creates a REAL-TIME opportunity for EVERYONE in the discussion to challenge the conditions that are oppressing marginalized communities by demonstrating accountable and equitable behaviours and actions.</p>
<p>It does not allow allies and non-marginalized people to show allyship in action by following a set of guidelines to support accountable conversations that foster inclusion and equity.</p>	<p>It does not allow allies and non-marginalized people to show allyship in action by following a set of guidelines to support accountable conversations that foster inclusion and equity.</p>	<p>Intent and impact are rooted within accountability to promote actions, thoughts, and behaviours that are equitable and inclusive of marginalized communities.</p>

Icebreaker



Visible & Invisible Me

- In pairs share your:
 - Your name and pronouns.
 - **Visible Me** – something people usually notice about you.
 - **Invisible Me** – something others might not see or know, like a challenge or an important part of who you are.
 - Only share what you're comfortable with!
- In 5 minutes we'll regroup and introduce our partner to the room.

Let's Reflect

Go to **vevox.app**

Enter the session ID: **110-946-558**

Or scan the QR code





##/##

Join at: vevox.app

ID: 110-946-558

Question slide

**What motivated you to
become a Head Mentor?**



##/##

Join at: vevox.app

ID: 110-946-558

Results slide

What motivated you to become a Head Mentor?

RESULTS SLIDE



##/##

Join at: vevox.app

ID: 110-946-558

Question slide

**What do you expect the
Head Mentor role to
involve?**



##/##

Join at: vevox.app

ID: 110-946-558

Results slide

What do you expect the Head Mentor role to involve?

RESULTS SLIDE

Goals of Head Mentoring



Connection



Responsibility



First Point of Call



Insight



Committee Liaison



Complaints

Tasks involved

Comparing
weekly and
monthly Head
Mentor tasks

Weekly

- Send weekly email to Mentors.
- Checking emails from Mentors.
- Checking in with Mentors not engaging.
- Handle any questions, complaints, or issues.

Monthly

- Attend monthly meetings with S2S Office.
- Organise 2-3 Mentor meet-ups per term.
- Organise a bigger school/faculty meet-up per term for Mentors and mentees.
- Liaise with class reps and faculty reps.

Key Responsibilities

Head Mentors are critical to the S2S Mentor programme, and are a fundamental part of TCD's orientation process.

During Orientation:

- Assist with running orientation sessions.
- Debrief new Mentors after orientation.
- Stand in to help run a session if needed

During the year:

- Keep Mentors engaged and encourage them.
- Host two Mentor meet-ups per term.
- Host one school event per term for Mentors and their Mentees.
- Regularly check your Head Mentor Gmail and give timely responses.



Head Mentors are the first port of call for S2S volunteer Mentors. They answer their questions, help them stay motivated, and keep an eye out to make sure mentees have active groups to engage with. They also organise social events for Mentors to get to know each other, and school events for Mentors to bring their mentees to.

Requirements

- Attend a 3hr in-person training.
- Be available to assist with orientation in September during Freshers' Week.
- Contribute 1-3hrs per week during the academic year.
- Regularly check and respond to your TCD emails and Head Mentors Gmails.
- Attend monthly meetings with S2S.
- Liaise with S2S staff.
- Log all your activity on our volunteer portal.

Benefits

- Full training (one in-person 3hr training).
- Excellent experience in coaching, delegation, and leadership.
- Guaranteed references based on logged activity and involvement.
- Support from Committee Faculty Reps, and S2S Staff.
- Strong social network and community.
- The opportunity to do something really positive and rewarding.

For more information visit
our website:

www.tcd.ie/student2student/



Encouraging your Mentors

Mentees get involved in the beginning but start to drop off and stop showing up



Mentors begin to become discouraged and stop organising events and emailing



Head Mentors become discouraged because Mentors stop responding or attending events



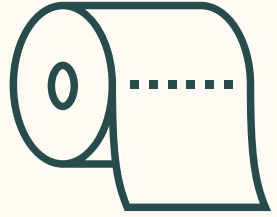
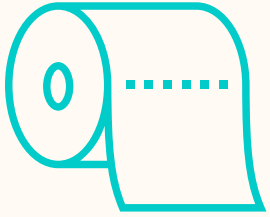
S2S Staff see a drop in attendance and involvement in monthly meetings from Head Mentors

Odyssey

The screenshot shows the Odyssey S2S (Student 2 Student) interface. The header includes the Trinity College Dublin logo and the text "S2S (Student 2 Student)" along with the user email "test.a@dovetail.ie" and a "LOG OUT" button. The left sidebar contains navigation options: Activity, Training, Buddies, Mentor Group, Profile, and Withdraw. The main content area is titled "Activity History" and features a dropdown menu for the "Academic Year" set to "2021/2022". Below this, a message reads: "Thank you for all these hours you have contributed to your fellow students." Three summary cards display "0.25" hours for "Hours this week", "Hours this month", and "Hours this academic year". At the bottom, there is an "Activity Log" section with a checkbox for "Hide minor events", an "EXPORT ACTIVITY HISTORY" button, and an "ADD A LOG RECORD" button.

- www.s2svolunteer.tcd.ie
- You will have your own Head Mentor profile on Odyssey.
- May need to answer Mentor queries re Odyssey
- Log your own activity!!!
- Encourage Mentors to log theirs.

Break



Section 2

Agenda

- Reflection: Confidence and Tools
- Event Planning
- Summer Task
- Active Listening
- GROW Model

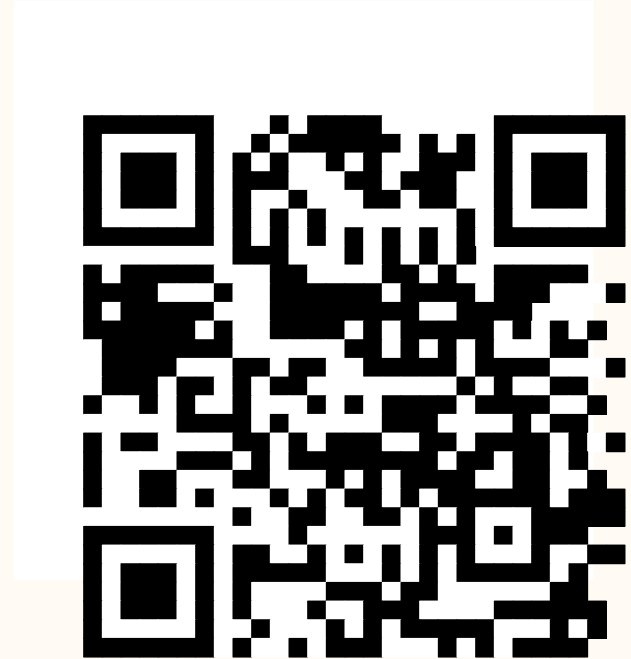


Let's Reflect

Go to **vevox.app**

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Or scan the QR code





How confident do you feel about being a Head Mentor (at this moment in time)?



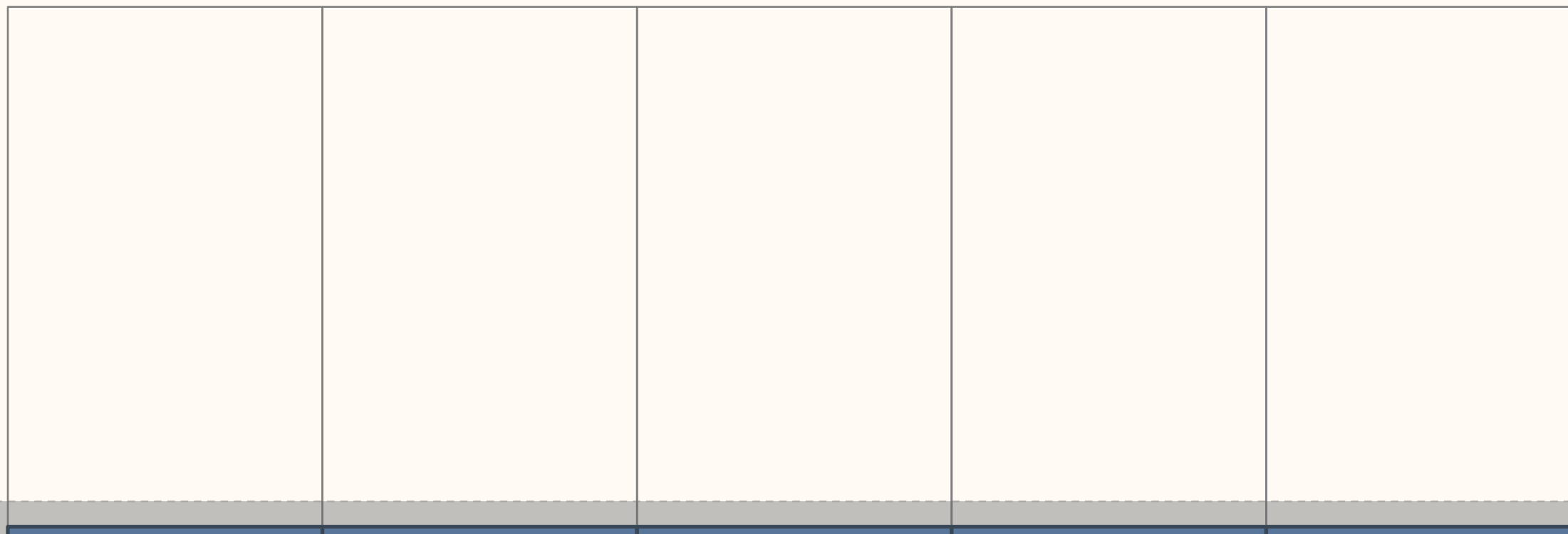
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Join at: vevox.app

ID: 110-946-558

Results slide

How confident do you feel about being a Head Mentor (at this moment in time)?



1

2

3

4

5

RESULTS SLIDE

Mean:



##/##

Join at: vevox.app

ID: 110-946-558

Question slide

**What might be helpful
for you in the role?**



##/##

Join at: vevox.app

ID: 110-946-558

Results slide

What might be helpful for you in the role?

RESULTS SLIDE

Event Planning

What are the main events for you to organise?

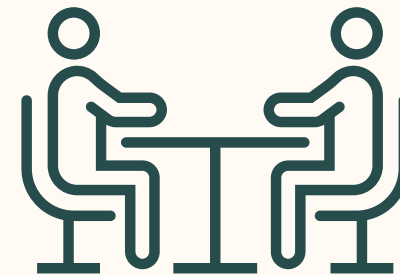
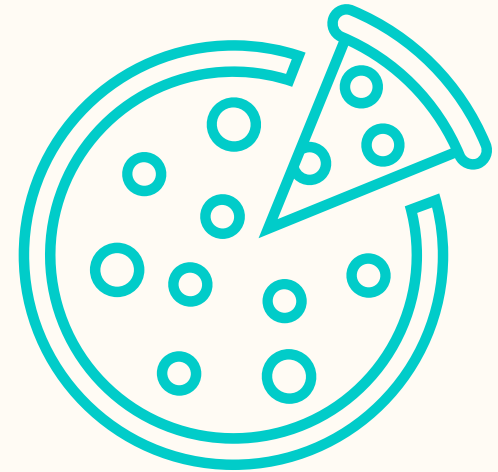
1. Regular Mentor meet-ups/check-ins
 - Meet your Mentors / Orientation Debrief
 - Check-In with Your Mentors – Hilary Term
 - Ideally more than one per term.
2. Faculty/ School event (both semesters) for Mentors and Mentees



Event Planning

Let's Put it in Practice!

- Get into groups.
- You are to plan your first meet up with your mentors, as if you are HM buddies.
- By the end of your discussion, you're to decide a date, possible location, activity, delegate tasks.
- Afterwards we'll share with the room and discuss.



- With your Head Mentor Buddies, plan your first meet-up with your Mentors, post-Orientation.
- Can use what was discussed previously as starting point.
- Send in your event plan to S2S by **31st August**.
- Part of training so training won't be complete till plan is sent in.
- Plan should show overall event plan, location, date & time and clear list of tasks completed by group.
- Remember you will need to actually book your location and place event funding request too!

Summer Task

Active Listening

Good Active Listening

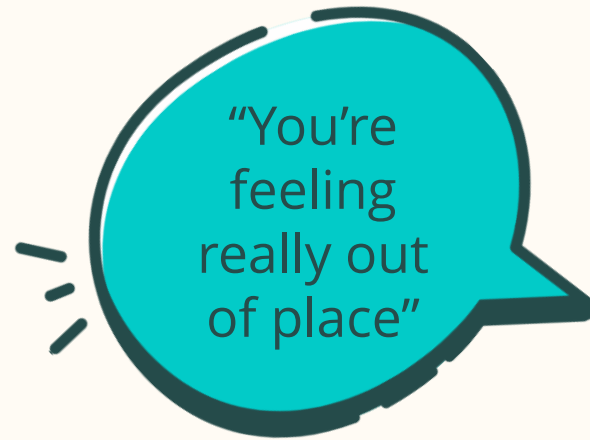
- Being present
- Using open body language
- Show genuine interest
- Avoid interrupting
- Reflect on key points

Not-So-Good Active Listening

- Poor body language
- Weird eye contact
- Poor tone of voice
- Time pressures
- Distractions
- Lack of empathy
- Unsolicited advice

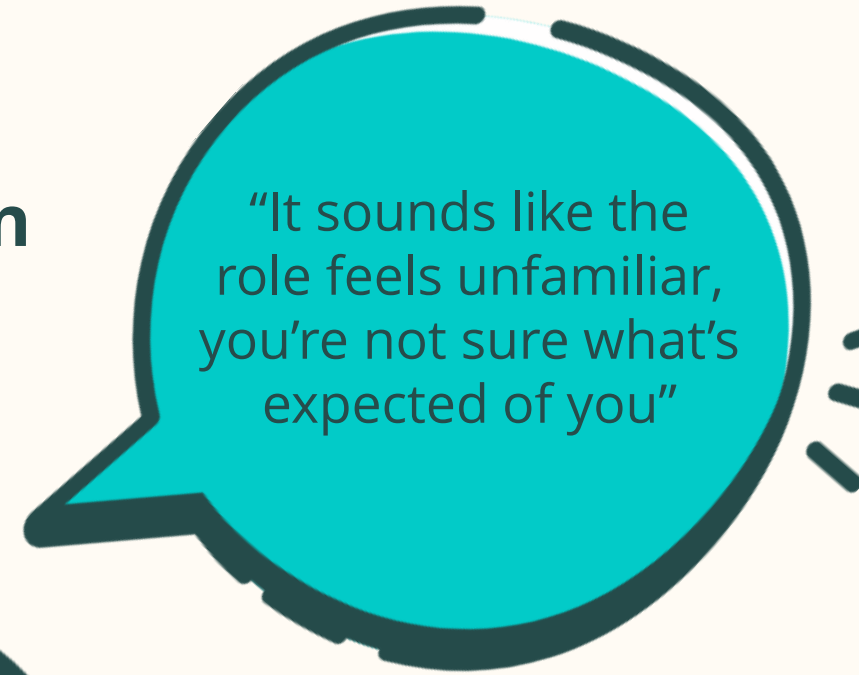
Active Listening

Communication
Techniques to help
Mentors feel heard



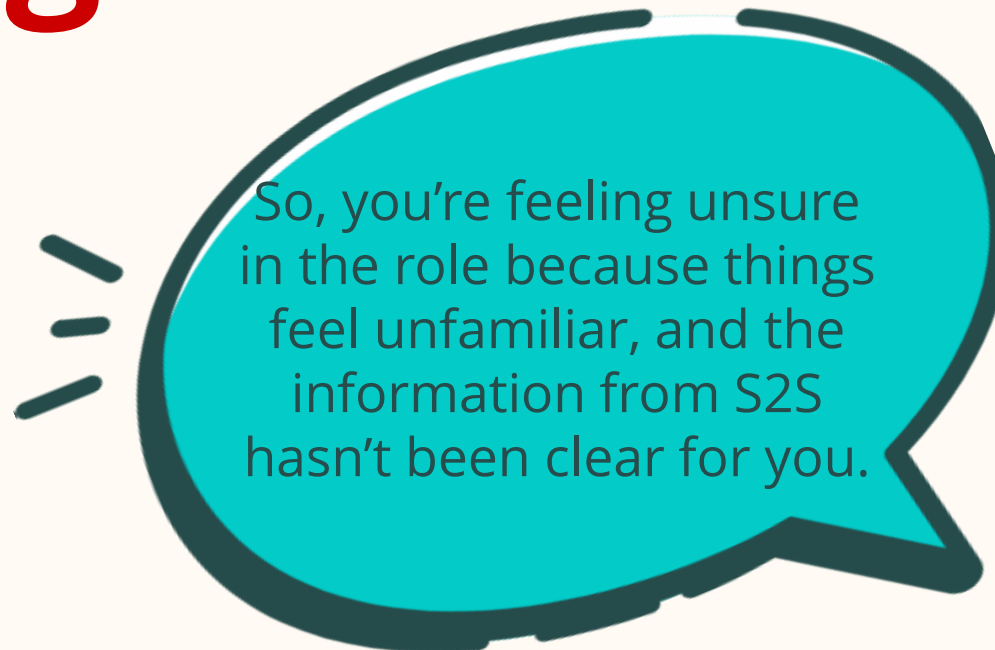
"You're
feeling
really out
of place"

Reflection



"It sounds like the
role feels unfamiliar,
you're not sure what's
expected of you"

Paraphrase



So, you're feeling unsure
in the role because things
feel unfamiliar, and the
information from S2S
hasn't been clear for you.

Summary

Goals

What is the Mentor's ideal outcome - what do they really want?

Reality

What is the current situation? Get a really good feel what's actually going on!

Obstacles

What's in the way? Is there something that could stop them from achieving their goal.

Will

How will the Mentor get from Reality to Goal, overcoming the obstacles?

Role Play

- In groups, discuss the scenario you are given.
- Discuss the scenario together, and consider how you would respond to the Mentor in a sensitive and practical manner.
- Role play what this response would sound like in your group.

Remember:

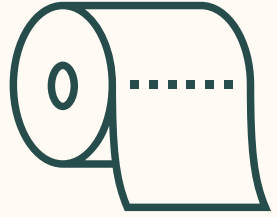
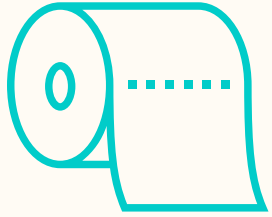
GOAL - What is the Mentor's ideal outcome - what do they really want?

REALITY - What is the current situation? Get a really good feel what's actually going on!

OBSTACLE - What's in the way? Is there something that could stop them from achieving their goal.


WILL - How will the Mentor get from Reality to Goal, overcoming the obstacles?

Break



Section 3

Agenda

- Communication
- Boundaries  A small teal icon of a heavy bag with the text "Heavy Topic" inside.
- Next Steps
- Recap and Feedback
- Q&A

Communication



Group Discussion

- How will you maintain group communication?
- Suggest some ideas, big or small!

Boundaries

- You are also students – protect your personal time.
- Meet Mentors between 9am to 4pm and always in public places.
- Do not take on a disciplinary role – that's not your responsibility.
- Don't go out of pocket – you should never have to spend your own money.
- You're not expected to be friends – just friendly and approachable.
- Refer issues to the S2S team – you're never expected to manage things alone.
- Don't miss meetings – your attendance and input are important.
- Workload – Head Mentor is not a solo-role! Don't feel the need to take on a buddy's work, chat to S2S so we can support you!

In case of emergency

On campus emergency: 01 896 1999

Ralph (S2S Coordinator): astleyr@tcd.ie

Extreme Emergencies **only**: 085 7833 548

When to call Ralph?

- Unsure about a situation – chat to S2S staff.
- Someone that might be at risk? Refer to Ralph!
- Always leave a message/voice mail with your name.
- Not an emergency:
 - Non-urgent email without a response
 - Room bookings

Next Steps

Confirmation of
your Head
Mentor buddies
and school area

Create your
Odyssey profile
and submit your
website bio and
photo

Head Mentor
Handbook

31 Aug:
Submit summer
homework (event
plan)

Attend
Orientation
information
session
(date tbc)

14-18 Sep
(evenings):
Assist/Run
Orientation
Mentor sessions

Monthly
meetings with
S2S
(dates tbc)



Thank You!

Let us know what you think 



<https://eu.surveymonkey.com/r/HMTraining>



Any Questions?

