
6 MONTH CONFERENCE CALL GUIDE

The six-month conference call is designed to diagnose team health and intentionality, explain how to walk through the six-month meeting packet, and encourage the development of goals and equip the team with ideas and tools to develop a closer relationship in the remaining 6 months. Follow the prompts and questions below during the conference call.

- **Explain the 6 month meeting packet.**
 - The packet has been mailed to...(Mentors Name)
 - Please follow the directions, complete the packet, and mail back within the month
 - The packet is designed to help the team emotionally open up to each other. A deeper “Highs and Lows.”
 - The packet is designed to help the team celebrate the little things and talk through any issues:
 - **A note for the Program Manager:** during this phone call, help the team identify the little things that matter the most. You may already know what the little things are due to your monthly check ins. If this is the case, remind the team to leverage these small things by telling the mentee how proud they are. **Small Things Like:**
 - The mentees engagement with the team
 - Their perseverance amidst the hard things they face
 - That the mentee called when help was needed
 - Their smile, their, humor, their interest
 - Growth in school, independent living, work....etc
 - **There might be some issues with the team.** Some ways to talk through that include the following:
 - Through your diagnostic questions, help the team identify issues, if not already identified, and then strategize to improve the issues.
 - The packet is designed to help set goals and for the remaining 6 months.

- **Program Manager Diagnostic Questions**
 - Spending time together (minimum of 3 hours a month): *1 2 3 4 5 6 7 8 9 10*
 - Highs and lows: *1 2 3 4 5 6 7 8 9 10*
 - Preparing for next time, every time: *1 2 3 4 5 6 7 8 9 10*
 - Weekly communication: *1 2 3 4 5 6 7 8 9 10*
 - Identifying goals: *1 2 3 4 5 6 7 8 9 10*