
CONFERENCE CALL GUIDE

BEFORE THE MEETING

This document is for the purpose of leading the Life Launch Program Manager (PM) through the initial conference call prior to the launch of a new Life Launch team. The conference call is designed to give the PM the chance to set healthy expectations with the Life Launch mentor team concerning their Life Launch mentee.

- **Express the positive aspects of the Life Launch Mentee.**
 - Personality: Sally is pretty outgoing and enjoys being around others. She likes listening to music and having a log going on around her. She describes her self as both outgoing and laidback. She is really looking forward to connecting to and walking with her mentors.
 - Interests: Anime, listening to music (R&B). She enjoys playing video games like Call of Duty and GTA. She enjoys reading Romance Novels. She also enjoys going Hiking every now and then. The most important thing in her life his her siblings.
 - Favorite foods: Pasta and Chinese Food.
 - Favorite activities: Watching Anime, Watching sports (football, soccer, basketball). Going Hiking. (Oxley Nature Reserve, Turkey Mountain, Red Bud Valley)

General tips:

Leverage Commonality: Find out what they like.

Practice your way into loving them. Sacred habits form us and shape us, the same way bad habits do.

- **Express the mentees connection to referral source.**
 - School: Sally attends TCC and studies Computer Science/Computer Information Systems.
 - Facility: Lives in her own apartment through the Youth Services of Tulsa housing program.
 - Foster/ Adoptive Family
 - General Living Situation: Lives in her own apartment through the Youth Services of Tulsa housing program.
- **Express the general struggles the mentee faces in life.**
 - Mental Health: Attends Therapy.
 - Possible diagnosis or trauma: Sally has suffered neglect and abuse in her childhood.
 - Any physical restraints or disabilities: None that I am aware of.
 - Job, school, or relational: Works 20 hours a week at Reasors and attends school at TCC.

- **Review Life Launch Program Expectations**

Go over any subjective tools that the mentor team can employ to engage with their mentee based off our program expectations and mentor best practices. Also, express possible pitfalls or issues that the team may face during the mentorship.

CONFERENCE CALL GUIDE

BEFORE THE MEETING (CONTINUED)

- Program Expectations-
 - Spend Time Together (3-8 hours a month)
 - Highs and Lows. (Such a great way to find commonality)
 - Prepare for the next time every time. (Helps to reduce anxiety and your mentee wondering if you will come back. Gives them priority)
 - Weekly Communication.(Shows them they are important to you. Call back later if necessary. Send a text telling them you will call them when you can and that you look forward to it.)
 - Identify Goals. (I anticipate that this will be easier with some mentees than others. Tojiona has some goals that you can help him/her continue to think through. But in the beginning, just focus on getting to know them and building trust)
 - Respond to your Program Manager's monthly checkins. (I will check in each month to see how you are doing and how your mentee is going. Please check in with me anytime. I am here to support and guide you.)
 - Participate in quarterly round table night. (A night for refreshers, encouragement and community).

- **Schedule first life Launch team meeting based off of the mentee/mentor availability!**

LIFE LAUNCH PROGRAM GUIDELINES

- Avoid transactional relationships.
 - No exchange of money between mentee and mentors.
 - Any purchases should be of low financial value but high emotional value.
 - Contact Life Launch Program Manager if your mentee has any major pressing needs.
- Be consistent and respectful to the team's time and show up.
 - Notify the team in advance if you cannot attend a scheduled meeting.
- Keep the team's discussions confidential unless the mentee's or someone else's safety is at risk.
 - In addition, do not overshare about the details of your own life to the mentee.
- Maintain a healthy practice for spiritual disciplines to help strengthen you as a mentor.
- Inform the Life Launch Program Manager if your mentee needs housing.
 - Do not open up your home to your mentee as a place to live.
- Contact the Life Launch Program Manager if your mentee is in a crisis.
 - If it is an emergency, please call 911 and then inform the Life Launch Program Manager.
- Inform the Life Launch Program Manager if you are having issues contacting your mentee.