

Safe Ministry Training Mentor (Junior Leaders course) Group Management Guide

Introduction

The role of Training Mentor in the Junior Leaders course is primarily one of pastorally supporting the young people undertaking the Safe Ministry Junior Leaders course. This also includes a level of management of those leaders as they progress through the course.

The training system has a number of features to assist Training Mentors in that management – this is a guide to those features.

Basics

Once your church is set up in the training system, you will be sent an email detailing your access to a 'training group' for your church.

As Training Mentor, you will need to enrol your Junior Leaders into the course once they have created accounts on the Training website. Note that you will need the name and email address that they used to create their Training account.

As you enrol them, they are sent an email detailing how to access the course.

Once they are enrolled, you can track their progress through the course, even down to information for each Checkpoint they complete, and the results of their final Topic, where they post answers to three self-assessment questions.

All this information should be a help as you encourage your Junior Leaders to keep moving through the course and is in addition to the prompts you will receive via email when each of your Junior Leaders reach key points in their training.

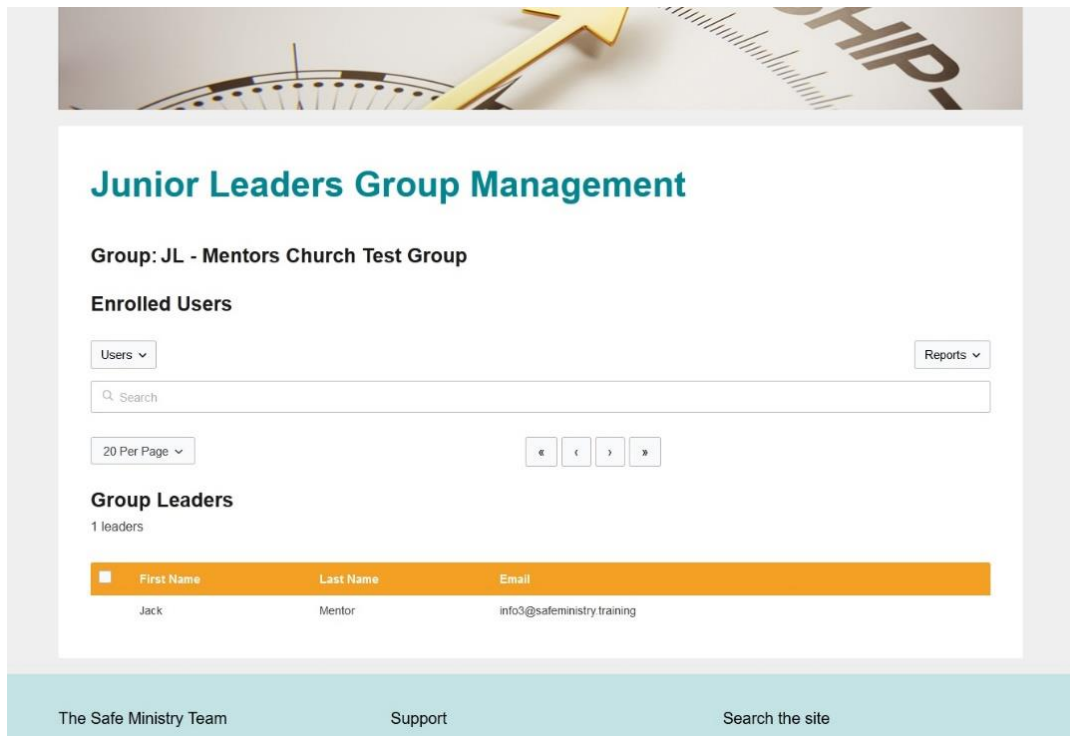
Details

1. Access the Group Management page

To access the Junior Leaders Group Management page

- log in to your Safe Ministry Training account:
<https://safeministry.training/login>.
- navigate to your 'My Dashboard' page
- click on the button for the Junior Leaders Group Management page
(this is located below the list of any courses you may currently be enrolled in)

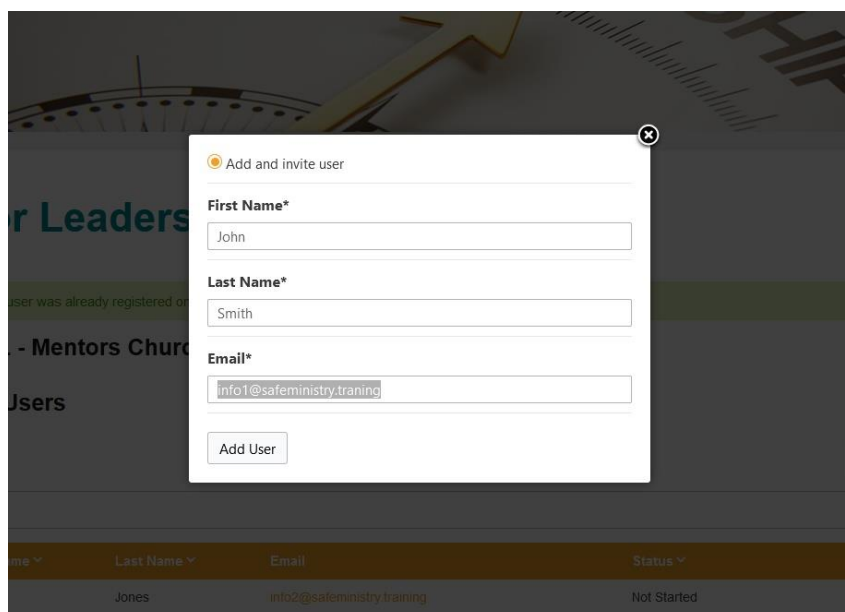
When you arrive on the Group Management page for the first time, it should contain your name in the Group Leaders table:



2. Enrol Junior Leaders

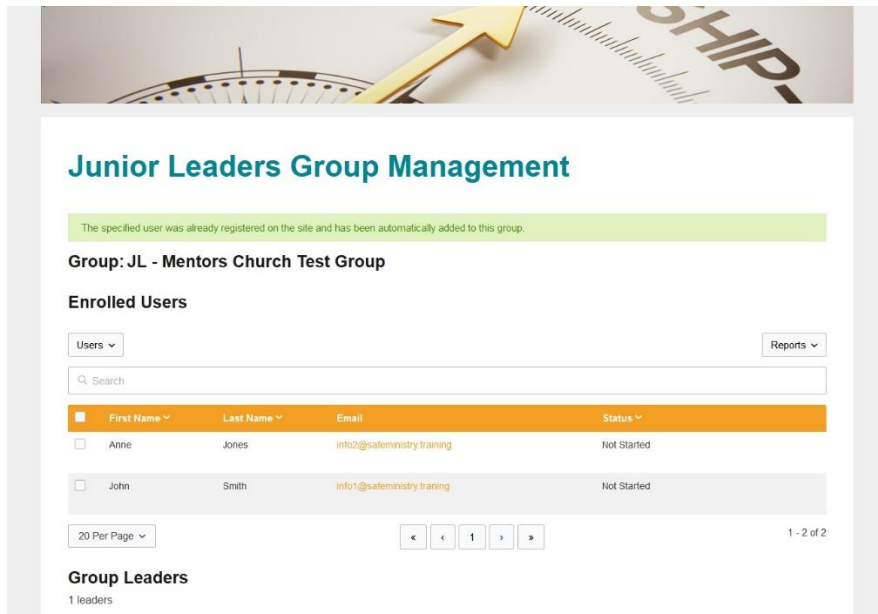
Note: you can only enrol leaders who have created a safe ministry training account.

To enrol a Junior Leader in your group, click on the 'Users' button on the left and choose 'Add one'. Selecting 'Add multiple' will allow you to enter multiple Junior Leader details at once.



Enter the Junior Leaders' first and last name in the pop up window (or list) that appears, making sure you have the spelling they used in creating their account, and the correct email address for their account.

Click 'Add User'. Their name(s) and details should then appear in the Enrolled Users table.



Junior Leaders Group Management

The specified user was already registered on the site and has been automatically added to this group.

Group: JL - Mentors Church Test Group

Enrolled Users

Users ▾ Reports ▾

Search

First Name ▾	Last Name ▾	Email	Status ▾	
<input type="checkbox"/>	Anne	Jones	info2@safeministry.training	Not Started
<input type="checkbox"/>	John	Smith	info1@safeministry.training	Not Started

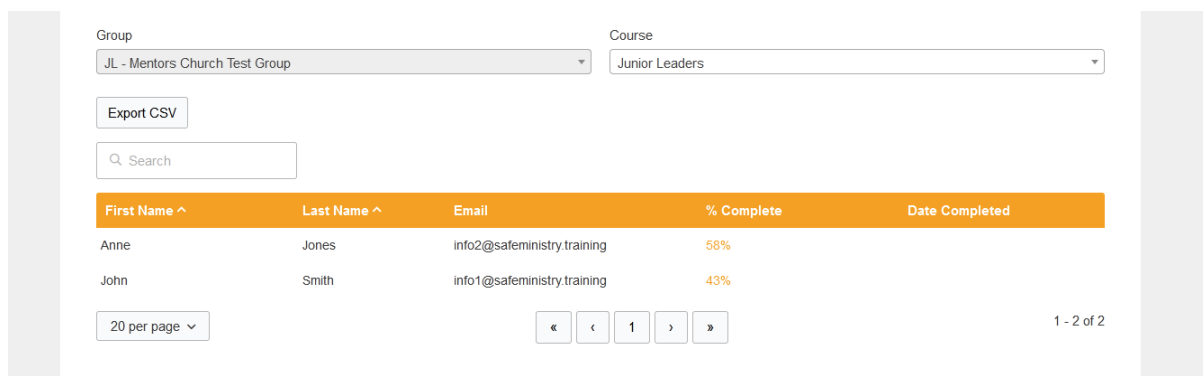
20 Per Page ▾ 1 - 2 of 2

Group Leaders
1 leaders

3. Generate Reports

You can check on individual Junior Leader's progress, drilling down to individual Topics/Sub Topics and Checkpoints by clicking on the 'Reports' drop-down on the right side of the page.

Course reports enable you to see how much of the course each leader has completed (expressed as a percentage of the course).



Group: JL - Mentors Church Test Group Course: Junior Leaders

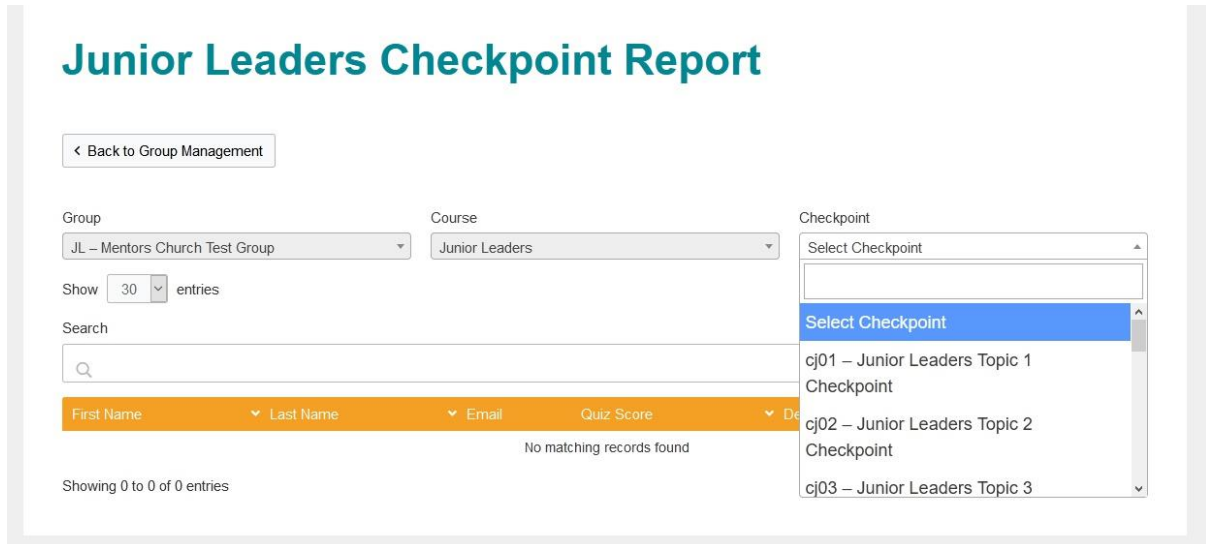
Export CSV

Search

First Name ^	Last Name ^	Email	% Complete	Date Completed
Anne	Jones	info2@safeministry.training	58%	
John	Smith	info1@safeministry.training	43%	

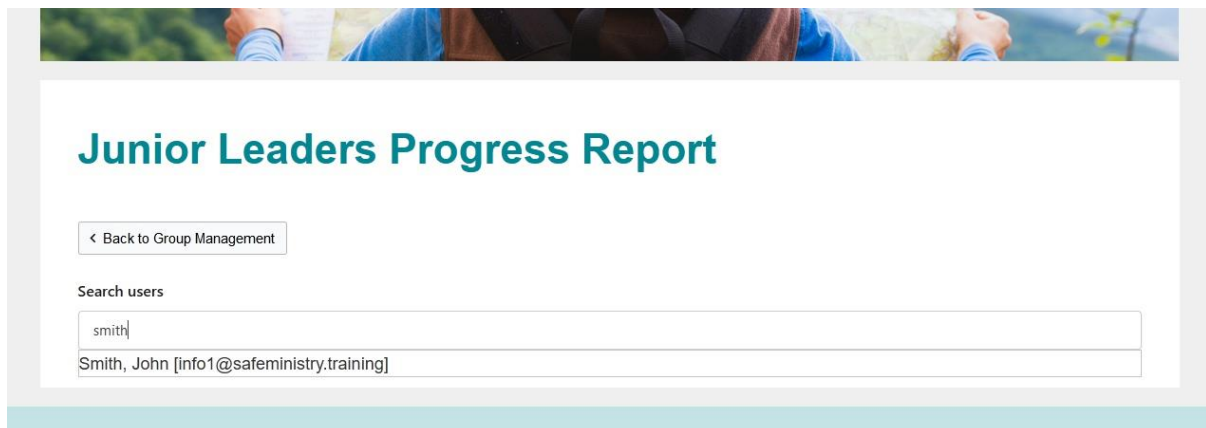
20 per page ▾ 1 - 2 of 2

A *Checkpoint* report reveals information on each Junior Leaders performance in these mini-quizzes. Select which Checkpoint you wish to view from the dropdown menu on the right.



The screenshot shows the 'Junior Leaders Checkpoint Report' interface. At the top left is a button '< Back to Group Management'. Below it are two dropdown menus: 'Group' (set to 'JL - Mentors Church Test Group') and 'Course' (set to 'Junior Leaders'). To the right is a 'Checkpoint' dropdown menu with a list of options: 'Select Checkpoint', 'cj01 - Junior Leaders Topic 1 Checkpoint', 'cj02 - Junior Leaders Topic 2 Checkpoint', and 'cj03 - Junior Leaders Topic 3'. Below the dropdowns is a 'Show' field set to '30 entries' and a search bar. A table header is visible with columns for 'First Name', 'Last Name', 'Email', 'Quiz Score', and 'De'. The table content shows 'No matching records found'. At the bottom left, it says 'Showing 0 to 0 of 0 entries'.

Progress reports will allow you to see which Topics/Sub Topics any of your leaders have completed.



The screenshot shows the 'Junior Leaders Progress Report' interface. At the top left is a button '< Back to Group Management'. Below it is a 'Search users' section with a search bar containing 'smith'. Below the search bar, a dropdown list shows the result: 'Smith, John [info1@safeministry.training]'.

To access a leader's topic progress, start to type either the leaders' name or email address and select the correct one offered.

You will then be presented with a drop-down list of that Leader's Topics and Sub-Topics that you can browse.



Junior Leaders Progress Report

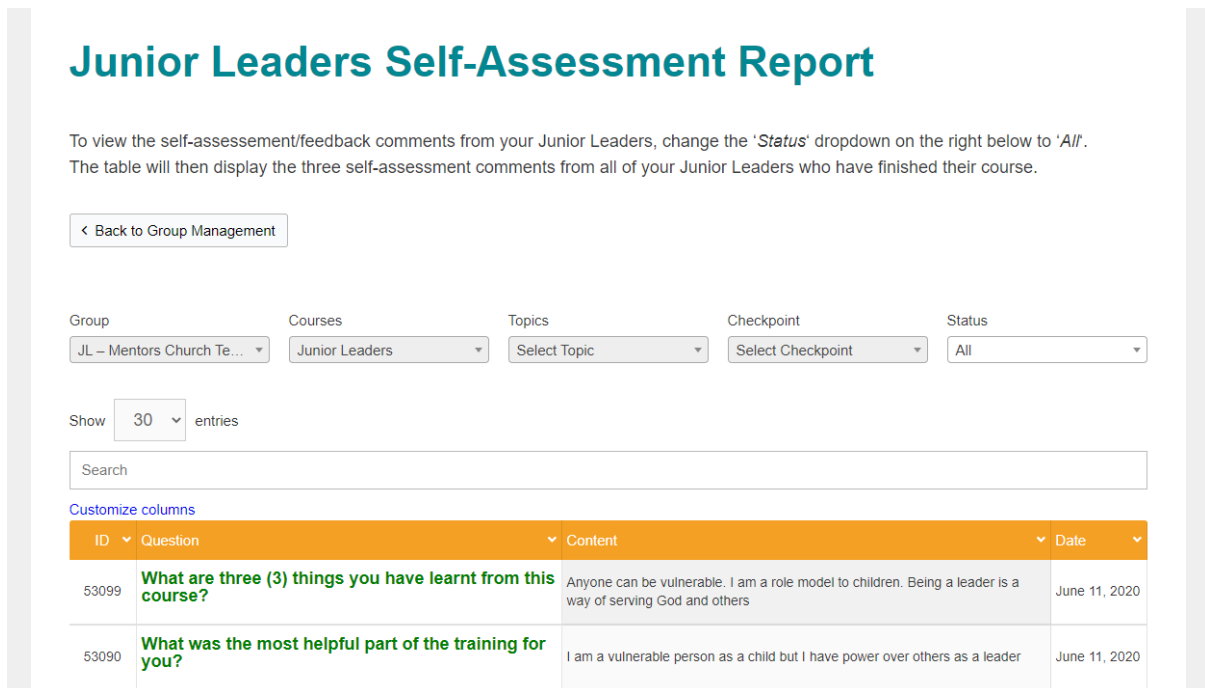
[← Back to Group Management](#)

Search users
Smith, John [info1@safeministry.training]

<input type="checkbox"/>	Junior Leaders	43% complete
<input checked="" type="checkbox"/>	j01 - Training Overview	
<input checked="" type="checkbox"/>	j02 - Foundations In Safe Ministry	
<input checked="" type="checkbox"/>	j03 - Safe Ministry Principles	
<input checked="" type="checkbox"/>	i04 - Safe Ministry Fundamentals	

The *Self Assessments* report enables you to view each Junior Leader’s thoughts on what has impacted them most from the training.

The self-assessment is part of the final topic in the course so you can only view your Junior Leader’s responses after they have completed their training.



Junior Leaders Self-Assessment Report

To view the self-assessment/feedback comments from your Junior Leaders, change the 'Status' dropdown on the right below to 'All'. The table will then display the three self-assessment comments from all of your Junior Leaders who have finished their course.

[← Back to Group Management](#)

Group: JL – Mentors Church Te...
Courses: Junior Leaders
Topics: Select Topic
Checkpoint: Select Checkpoint
Status: All

Show 30 entries

Search

Customize columns

ID	Question	Content	Date
53099	What are three (3) things you have learnt from this course?	Anyone can be vulnerable. I am a role model to children. Being a leader is a way of serving God and others	June 11, 2020
53090	What was the most helpful part of the training for you?	I am a vulnerable person as a child but I have power over others as a leader	June 11, 2020

Help and assistance

If you have any questions or concerns about any of the items covered in this guide, please raise a [support ticket](#).