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 keys points in their training.

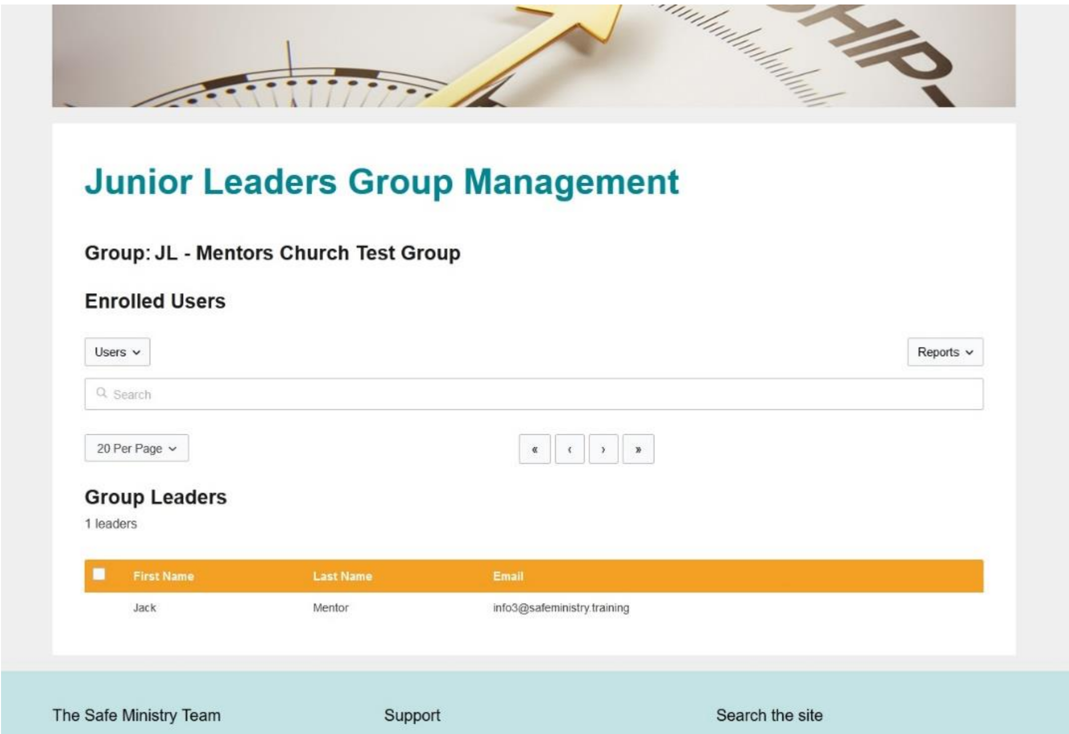
Details

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)

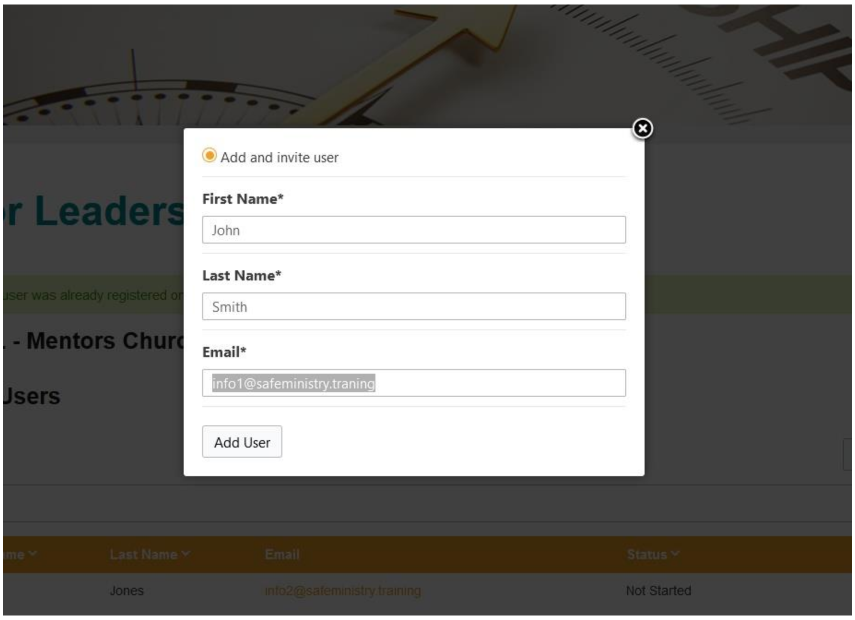
When you arrive on the Group Management page for the first time, it should contain your name in the Group Leaders table:



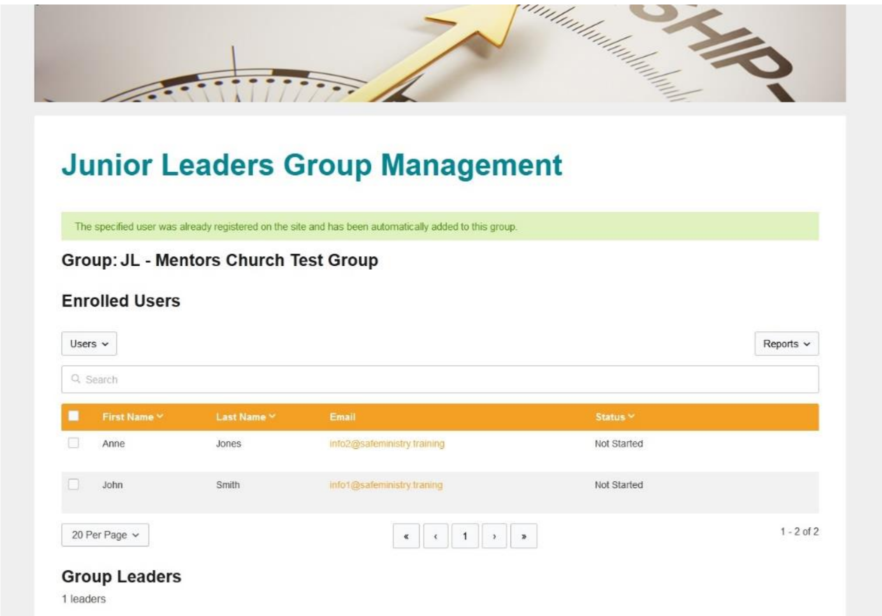
2. Enrol Junior Leaders

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.

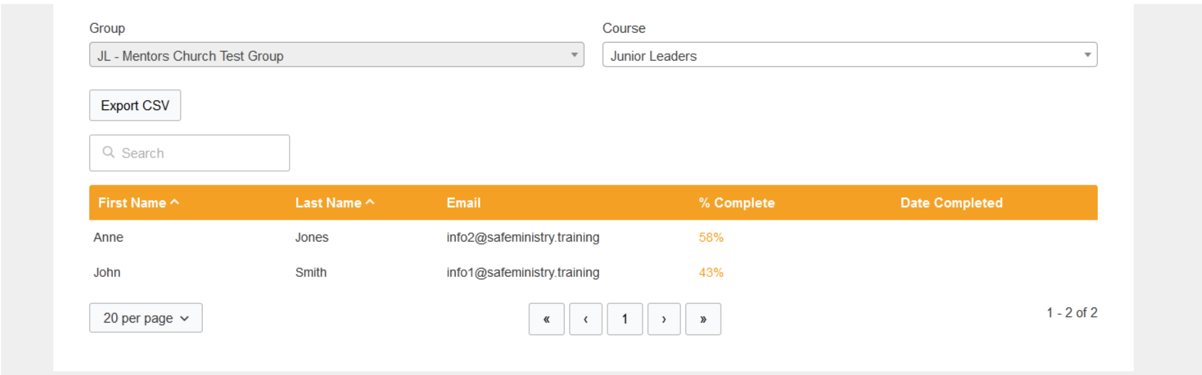


Enter the Junior Leaders’ first and last name in the pop up window (or list) that appears, making sure you have the spelling they used in creating their account, and the correct email address for their account.
Click ‘Add User’. Their name(s) and details should then appear in the Enrolled Users table.

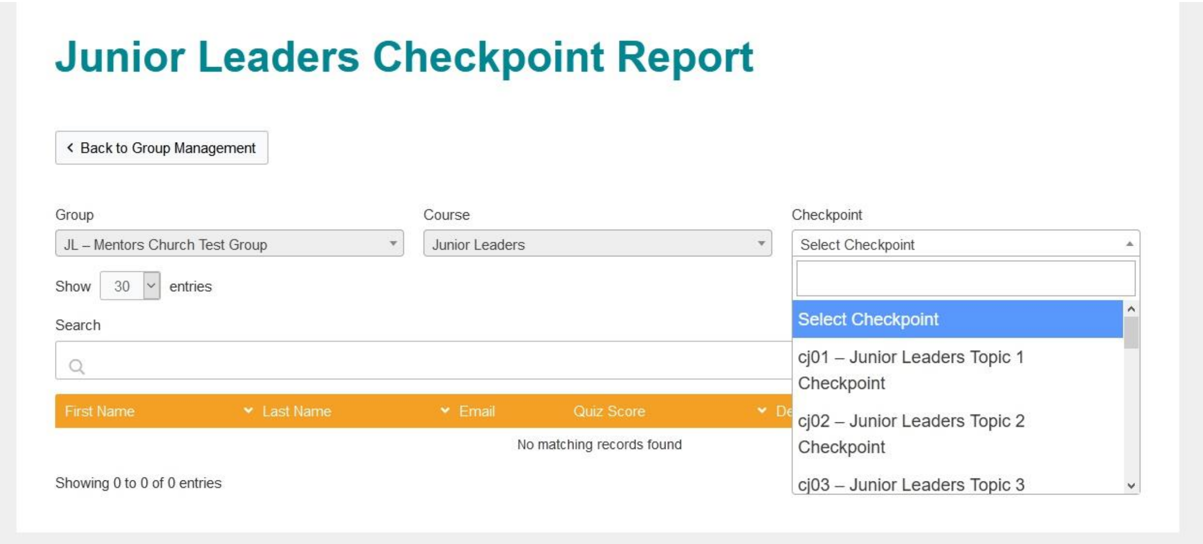


3. Generate Reports
You can check on individual Junior Leader’s progress, drilling down to individual Topics/Sub Topics and Checkpoints by clicking on the ‘Reports’ drop-down on the right side of the page.

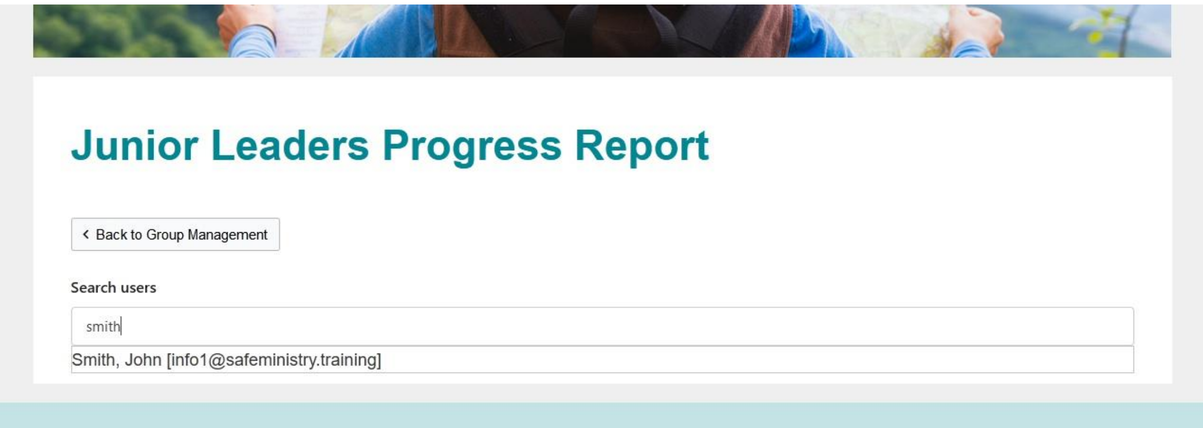
Course reports enable you to see how much of the course each leader has completed (expressed as a percentage of the course).



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.

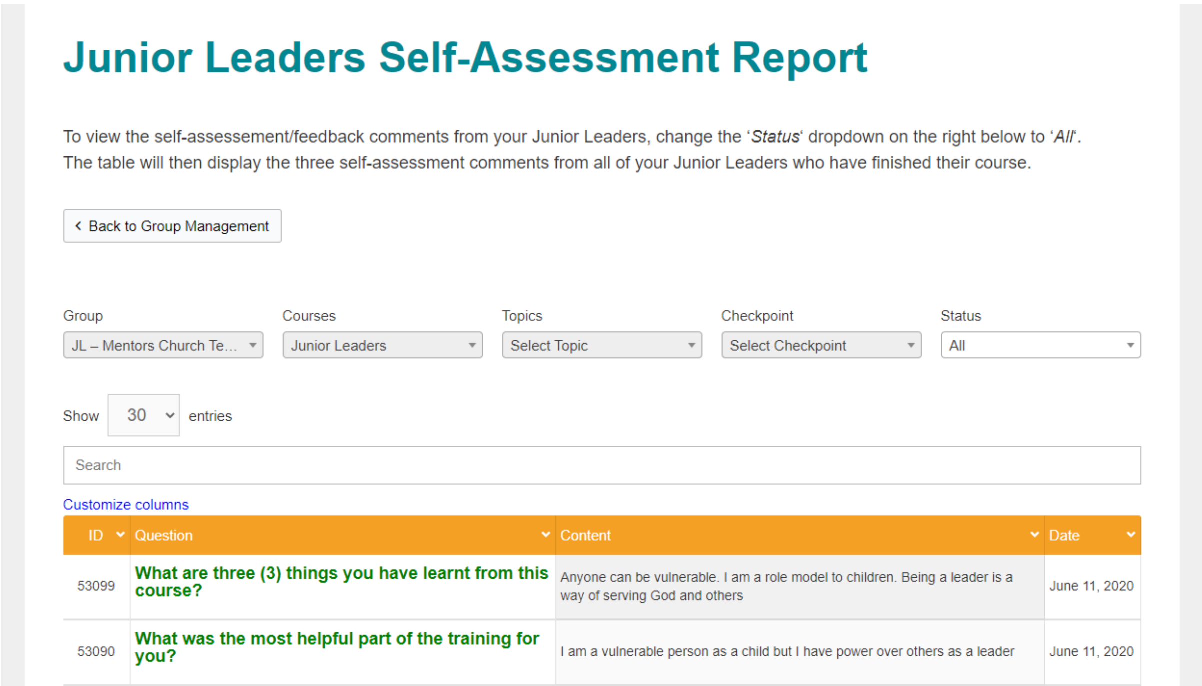


Progress reports will allow you to see which Topics/Sub Topics any of your leaders have completed.



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.

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.



Help and assistance

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