

## 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.

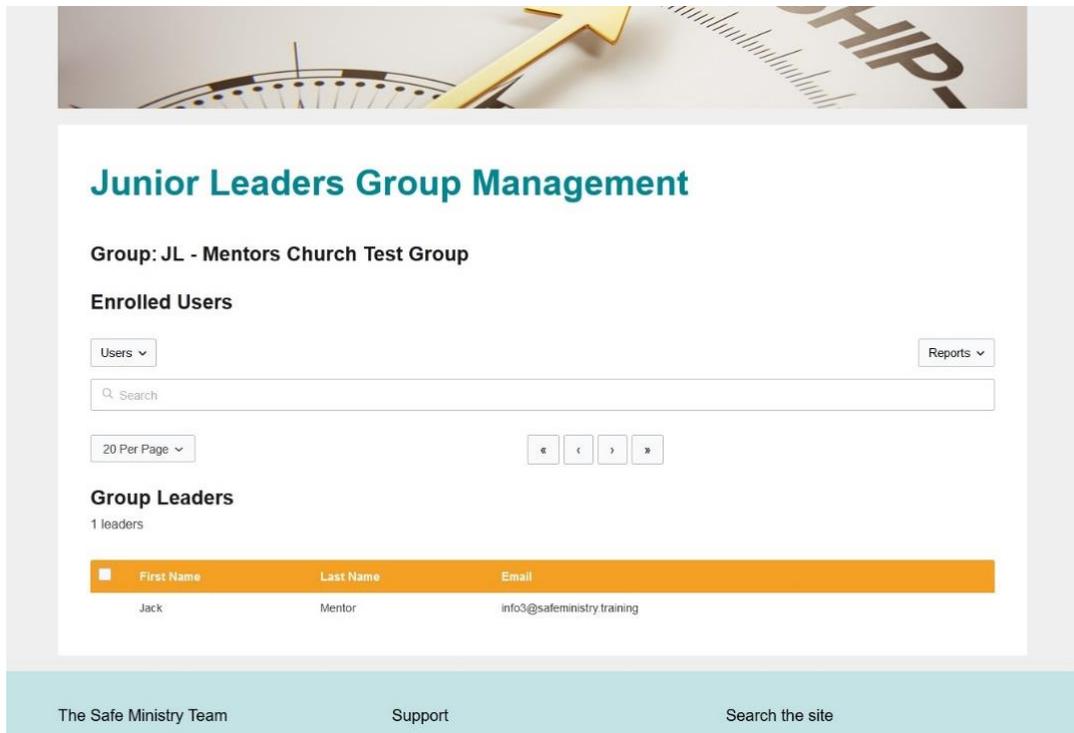
### Details

#### 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)

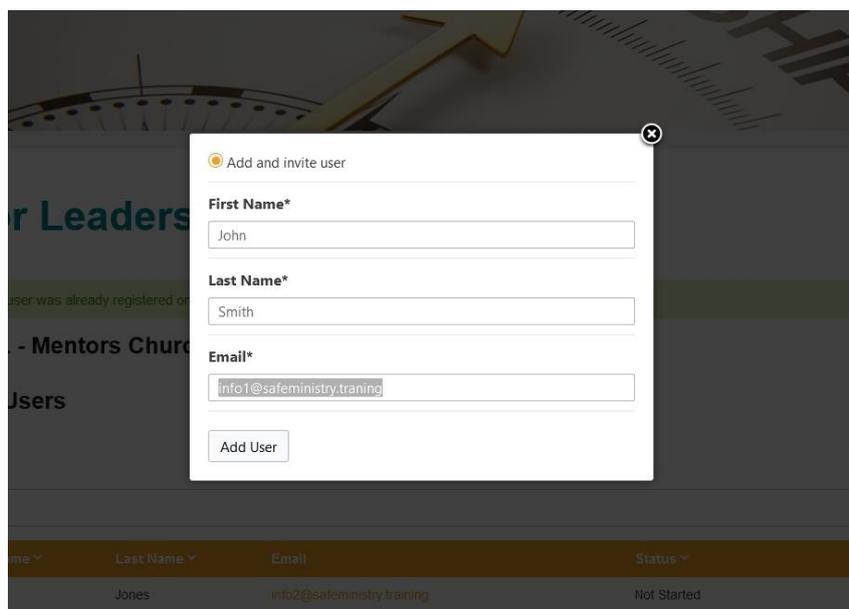
When you arrive on the Group Management page for the first time, it should contain your name in the Group Leaders table:



## 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 correct email address for their account.

Click 'Add User'. After a pause, their name(s) and details should then appear in the Enrolled Users table.

**IMPORTANT NOTE:** If the Junior Leader has not created their account, the 'Add User' window will just stay on the screen and nothing will happen. Click on the 'x' in the top right corner to dismiss the window and contact your Junior Leader and encourage them to create their account.

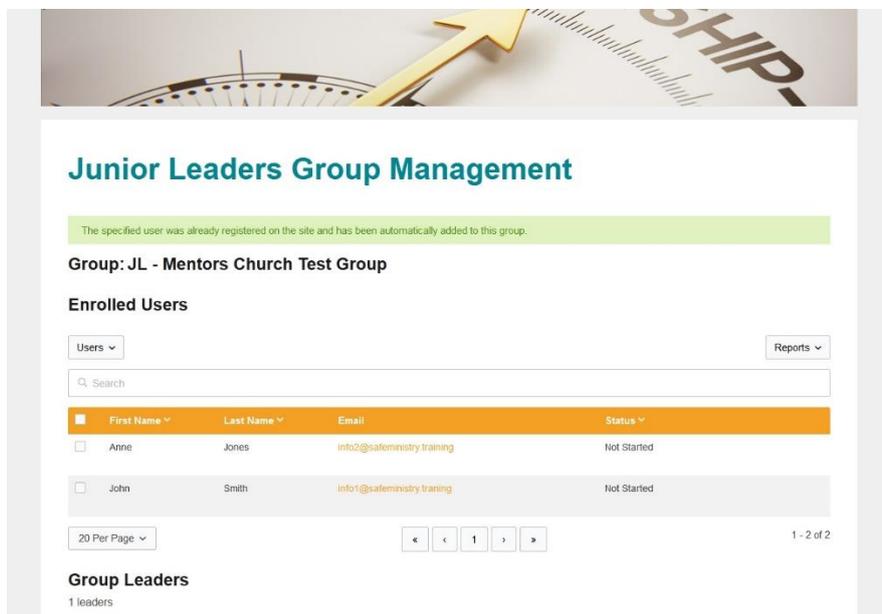
The same situation will occur if the email address for the Junior Leader you are using is not the account used for their account in the website.

### Course Completion

At the conclusion of the self-paced topics, Junior Leaders must meet with the Training Mentor to discuss key aspects of the training. Training Mentors will receive an email with discussion points to help facilitate this time as well as an access code to give to the Junior Leaders to progress in their course.

Once a Junior Leader has successfully finished their course and been emailed their certificate, they are automatically unenrolled and removed from your Junior Leader church group.

Their certificate information will be available in their 'My Dashboard' page when logged into the Training website until they complete their next course - usually Essentials when they turn 18 years.



**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

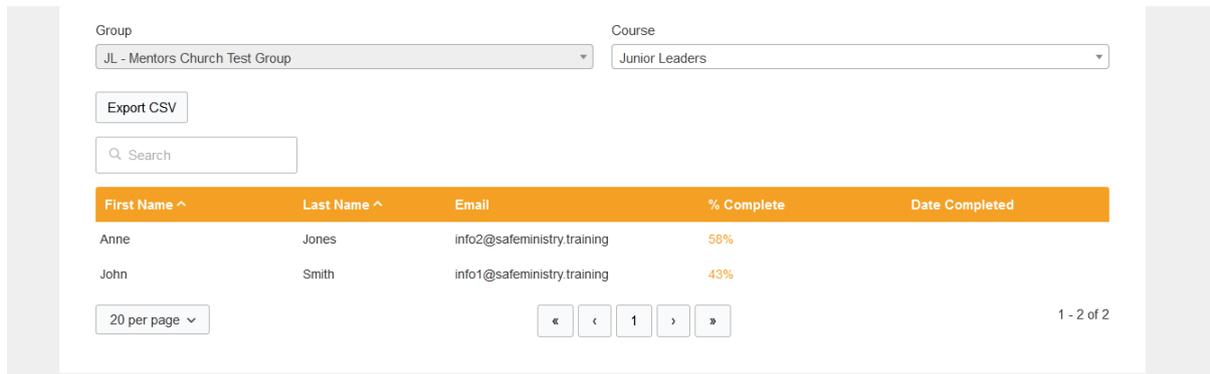
20 Per Page ▾ 1 - 2 of 2

**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).

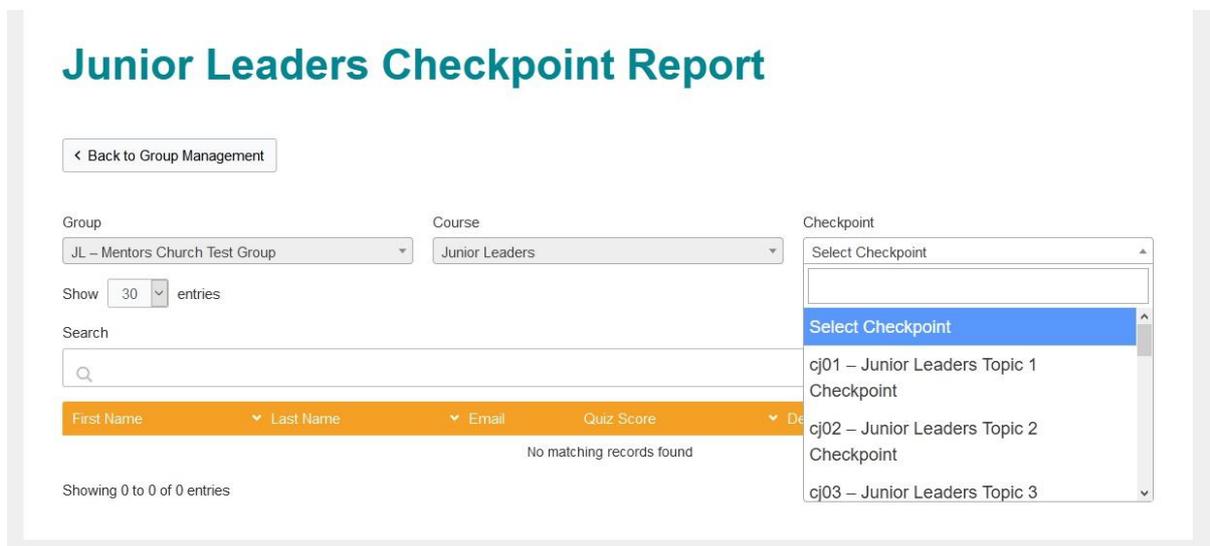


The screenshot shows a web interface for generating reports. At the top, there are two dropdown menus: 'Group' (set to 'JL - Mentors Church Test Group') and 'Course' (set to 'Junior Leaders'). Below these are buttons for 'Export CSV' and a search box. A table displays the following data:

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

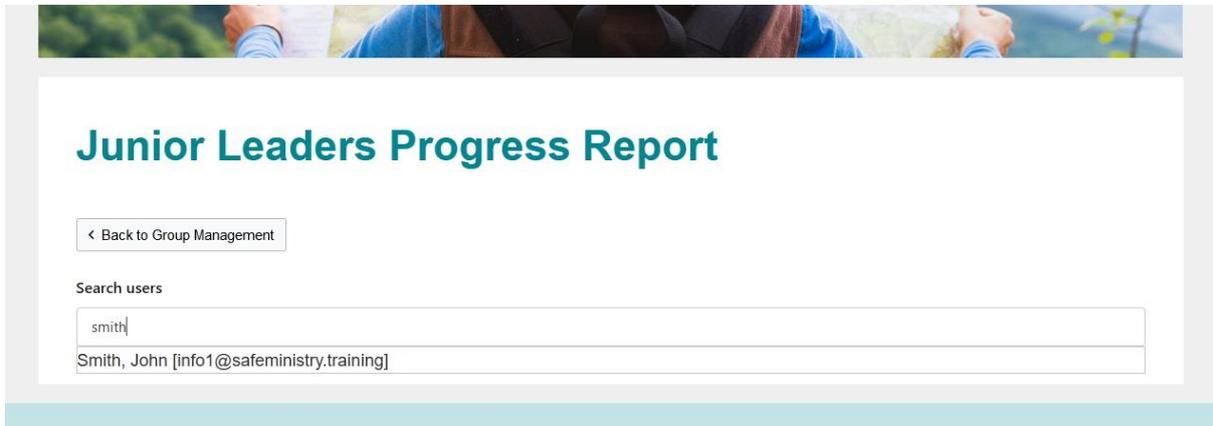
At the bottom, there is a '20 per page' dropdown, navigation buttons (back, first, last, forward), and a page indicator '1 - 2 of 2'.

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 dropdown menus for 'Group' (set to 'JL - Mentors Church Test Group') and 'Course' (set to 'Junior Leaders'). There is also a 'Checkpoint' dropdown menu which is open, showing options: 'Select Checkpoint', 'cj01 - Junior Leaders Topic 1 Checkpoint', 'cj02 - Junior Leaders Topic 2 Checkpoint', and 'cj03 - Junior Leaders Topic 3'. Other controls include 'Show 30 entries', a search box, and a table header with columns: 'First Name', 'Last Name', 'Email', 'Quiz Score', and 'Date Completed'. The table currently displays 'No matching records found' and 'Showing 0 to 0 of 0 entries'.

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.

## 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: 
 Courses: 
 Topics: 
 Checkpoint: 
 Status:

Show  entries

[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](#).