# 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 when each of your Junior Leaders reach keys points in their training.

## Details

### Accessing the Group Management page

To access the Junior Leaders Group Management page

- log in to the Training system: https://safeministry.training/login.
- navigate to your 'My Dashboard' page
  Below the list of any courses you may currently be enrolled in, will be a button for the Junior Leaders Group Management page.

When you arrive on that page for the first time, it should contain your name in the Group Leaders table:
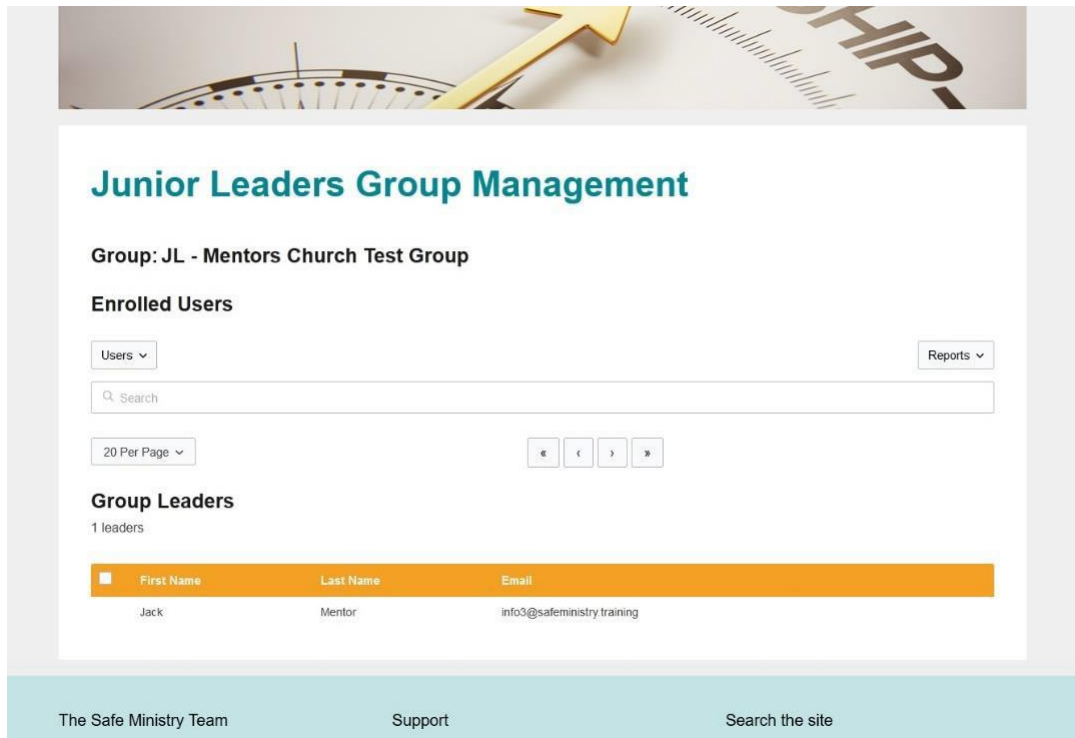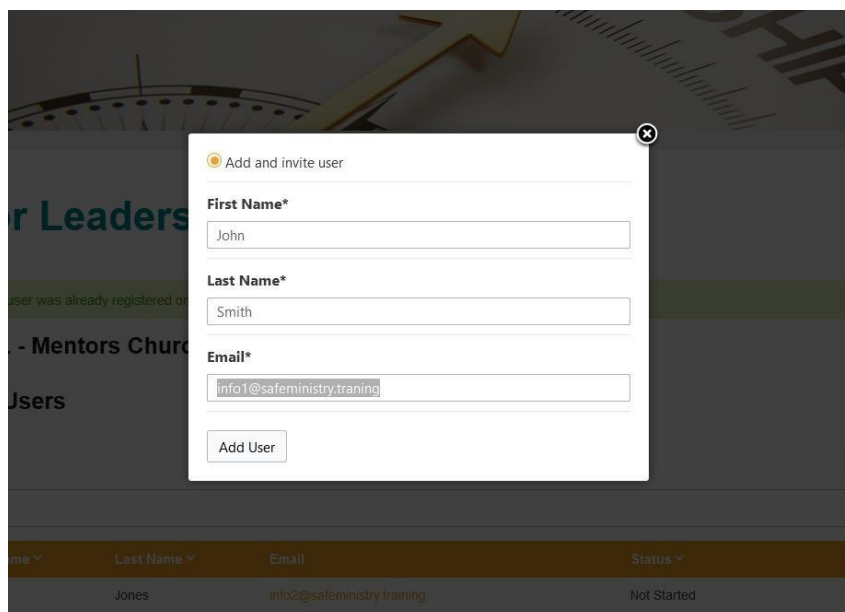
**Enrolling Junior Leaders.**

Note: you can only enrol leaders who have a safe ministry training account.
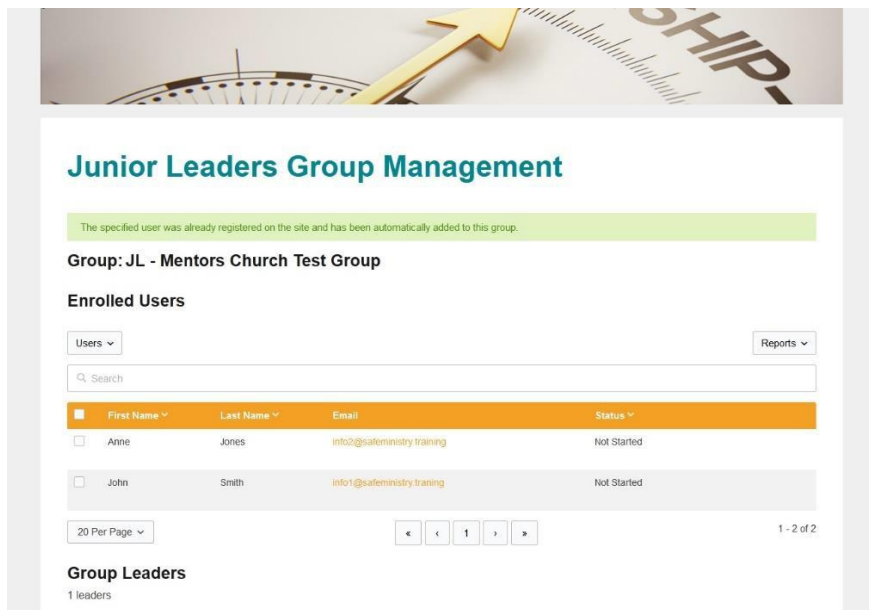
To enrol a Junior Leader in your group, click on the 'Users' button on the left and choose 'Add one'.
This will open a pop up window.
Selecting 'Add multiple' will allow to enter multiple Junior Leader details at once.

Enter the Junior Leaders' first and last name, making sure you have the spelling they used in creating their account, and the correct email address for their account.

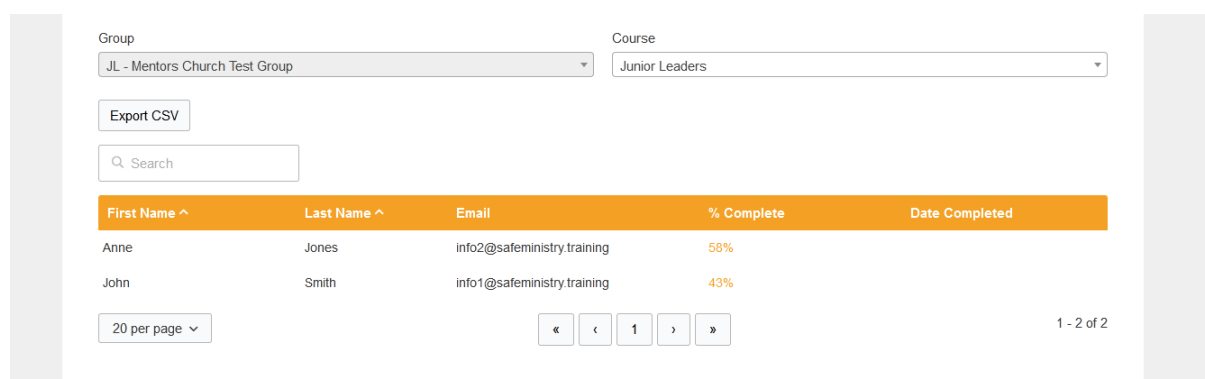Click 'Add User' and within a few seconds, their name should appear in the Enrolled Users table:



Repeat this process to enrol all your Junior Leaders into the course.

**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.

A *course* report will look like this:
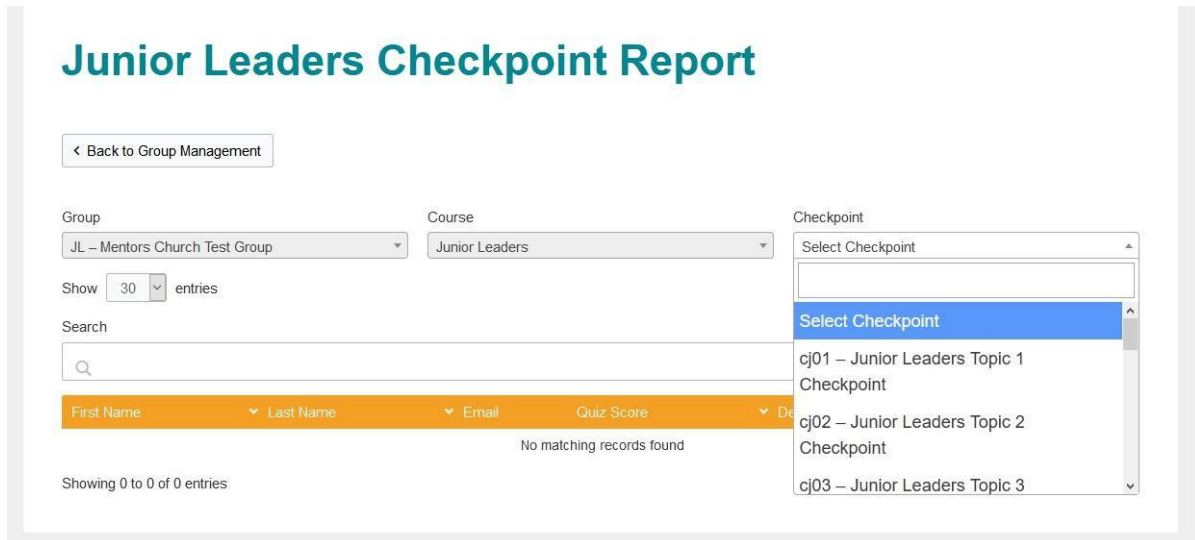


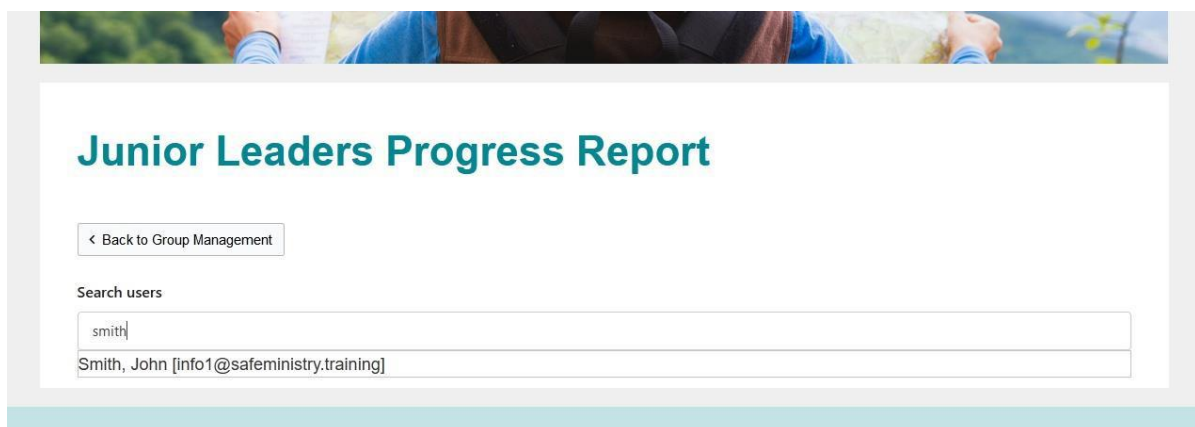Note the progress of each Leader expressed as a percentage.

Choosing the '*Checkpoint'* report takes you to:



Where you select a Checkpoint in the course to reveal information on your Junior Leaders performance in those mini-quizzes.

Selecting '*Progress'* under the Reports drop-down will allow you to drill down into the individual Topics/Sub Topics for any of your Leaders.
The screen will look like this:



You select a Leader by starting 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 final report available is for viewing the *self-assessments* that each Junior Leader writes as part of their final Topic.

These are three questions that reveal what they have learned during the course and what they think will help them minister safely. You can view your Junior Leader's self-assessments after they have completed their course by choosing that option from the 'Reports' drop-down.

**IMPORTANT NOTE:**

If you have any Junior Leaders who do not complete the course and then allow their six-month enrolment period to expire, you must submit a Support Ticket to us with their names for us to re-enrol manually.

There is a glitch in the software that does not allow you as Training Mentor to re-enrol them.

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