

## CSPA Mentorship Program Guide: Coach, Instructor, Examiner, and Facilitator Development

### **Objective:**

To develop and enhance the skills of CSPA Coaches, Instructors, Examiners, and Facilitators (or those interested in the certification) by pairing them with an experienced CSPA Coach, Instructor, Examiner, and/or Facilitator who provides guidance, support, and knowledge sharing.

### **Program Structure**

#### **1. Participant Eligibility**

##### **a. Mentees (any of the following):**

- i. individuals who have a current CSPA Coach, Instructor, Examiner, and/or Facilitator certification,
- ii. individuals who are interested in pursuing a CSPA Coach, Instructor, Examiner, and/or Facilitator certification, and/or
- iii. individuals seeking further knowledge pertaining to coaching, instructing, examining, and/or facilitating.

##### **b. Mentors:**

- i. Hold or have held within the past 5 years a CSPA Coach, Instructor, Examiner, and/or Facilitator certification.

#### **2. Program Duration**

- a. Recommended program duration: three (3) months.
- b. Option to shorten or extend based on a mutual agreement between mentor and mentee.

#### **3. Matching Process**

- a. Pairing based on experience (Mentors are restricted to the privileges of their CSPA rating and lower),
- b. Coaching, instructing, examining, and/or facilitating knowledge goals,
- c. Possible consideration of geographical location,
- d. Consideration of compatibility, and/or
- e. Specified mentee requests will be considered.

### **Program Components**

#### **1. Initial Meeting**

- Introduction and goal-setting session.
- Discuss mentee's current skill level and aspirations.
- Outline expectations and responsibilities of both mentor and mentee.

#### **2. Skill Development Sessions (where applicable)**

- Bi-weekly meetings (in person or virtual) or as mutually scheduled.
- Progress review, knowledge development, and addressing any challenges.
- Discussions focusing on specific skills and techniques.
- Review of practical task(s) and set progression goals.
- Scheduled jump sessions focusing on specific skills and techniques.
- Video debriefs and performance analysis.
- Safety drills and emergency procedure reviews.

#### **3. Progress Tracking**

- Use a logbook or digital tracking tool to monitor mentee's progress.
- Set milestones and celebrate achievements.

#### **4. Networking and Community Building**

- Participation in seminars and workshops.
- Encouraging participation in future CSPA rating courses.
- Collaborate with others in the industry to expand and share knowledge.

#### **Roles and Responsibilities**

##### **Mentor Responsibilities**

- Provide guidance, support, and feedback.
- Share knowledge and industry standard practices.
- Ensure safety and adherence to CSPA practices and standards, including compliance with all CSPA PIMs, such as Standards of Integrity
- Motivate and inspire the mentee.

##### **Mentee Responsibilities**

- Actively participate and engage in the program.
- Be open to feedback and demonstrate willingness to learn.
- Maintain a log of progress.
- Communicate openly.
- Respect mentor's time and commitment.
- Ensure safety and adherence to CSPA practices and standards, including compliance with all CSPA PIMs, such as Standards of Integrity.

#### **Evaluation and Feedback**

##### **Program Completion**

- Final assessment of skills and achievements.
- Celebration of progress and completion.
- Provide feedback for program evaluation.