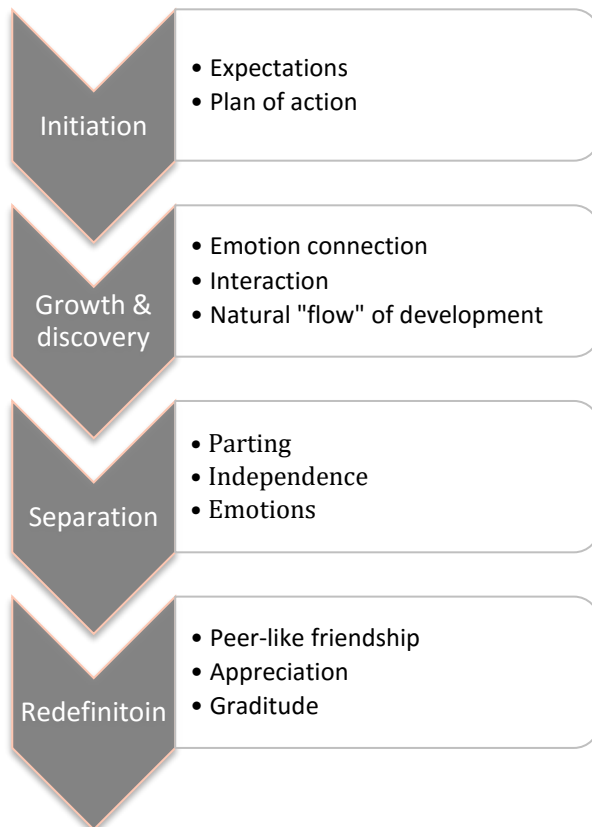


## Role of a mentor:

	Managing	On-the-job coaching	Mentoring
<b>Reporting Relationship</b>	Formal manager-staff member relationship	Formal manager-staff member relationship or requested to coach by manager	Takes place outside of a line manager-employee relationship
<b>Initiative</b>	The manager directs the learning and instruction	The coach facilitates the insights and learning direction	The mentee is in charge of their learning
<b>Focus</b>	<ul style="list-style-type: none"> <li>- Focus on developing and evaluating skills individuals need for current or next job</li> <li>- Focus on solving problems and making decisions Focus on telling and directing</li> </ul>	<ul style="list-style-type: none"> <li>- Focus on developing skills individuals need for current or next job</li> <li>- Focus on facilitating others to solve problems and make decisions</li> <li>- Focus on engaging in dialogue by asking and listening</li> </ul>	<ul style="list-style-type: none"> <li>• Is career-focused or focuses on professional development that may be outside the mentee's area of work</li> <li>• Focus on facilitating others to solve problems and make decisions</li> <li>• Focus on engaging in dialogue by asking and listening</li> </ul>
<b>Length</b>	Relationship is finite-ends as individual transfers to other job	Relationship is finite-ends as individual transfers to other job or masters skill	Relationship may last for a specific period (12 months) or continue indefinitely

## The mentoring process:



## Tips:

- Explore expectations and needs we have of each other (including confidentiality)
- Adopt adult learning principles
- Commit time and effort to the partnership
- Appreciate difference & similarity (Individual learning styles, generational expectations)
- Have a jointly agreed plan
- Uphold professional conduct and ethics
- Honour the 'no blame' policy
- Review goals and expectations regularly