

Participant's Roles

Explanation of Roles and Responsibilities

The following table details the roles of the mentee, mentor and manager:

MENTEE

- Enters into a Partnership Learning Plan© with the mentor
- Be available according to the agreed-upon schedule
- Identify and set developmental goals
- Take the lead in maintaining the relationship
- Be accountable – complete agreed-upon assignments
- Be open to feedback

MENTOR

- Enters into a Partnership Learning Plan with the mentee
- Be available according to the agreed-upon schedule
- Shares experiences, insights, perceptions and knowledge
- Provides feedback and coaching
- Acts as a resource and liaison to other developmental opportunities
- Keeps commitment to the program as a high priority

SUPERVISOR/ MANAGER

- Continues to supervise the mentee and coordinate daily activities
- Coaches for higher performance
- Evaluates employee's skills and abilities
- Points out developmental needs and strengths to leverage
- Assists mentee in highlighting developmental needs and strengths to leverage
- Assists mentee in finding suitable developmental challenges within the present job function