



MC - Mentoring coach

MnT - Mentor in training

MSG - Mentoring support group

Mentoring Coach Responsibilities

- Be Familiar with resources available to Mentors - The foundational document is the [Guidelines for Effective Mentoring in the ATA](#). Other [resource documents](#) and [e-Learning Courses](#) for skill development are available on the KRI Website.
- Establish clarity in the Relationship – In every aspect, from when and how do you meet to what do each of you need to establish an effective relationship - how you want to receive feedback, etc.
- Assess **Mentor in Training** (MnT); identifying strengths and needs; establishing Goals.
- Ensure MnT understands expectations for their role as a Mentor.
- Co-Create Plan with MnT to work toward agreed upon goals
 - Document and update this plan with the [MnT IDP](#) and [Competency Evaluation Forms](#)
- Strengthen MnT's understanding of movement through the ATA.
- Become confident of MnT's capacity to establish a high quality Mentoring Relationship.

How is the role of Mentoring Coach (MC) different from the role of Mentor?

- More flexibility in structuring MC/MnT relationship:
 - Time and space to co-created this relationship based on the MnT and MC's needs.
 - No requirement to directly observe MnT's work.
 - Formal feedback mechanisms related to progress toward goals and relationship quality.
 - [Mentee evaluation of Mentor](#) and [Mentor evaluation of Mentee](#) (Annually)
 - Working relationship and structure co-created by MC and MnT in their [written agreement](#) .
- Encourage MnT to pursue Mentoring resources ([Mentor Resource Library](#) and other) and opportunities to connect with ATA through committee work and conferences.
 - MC shares mentoring best practices with MnT both through resources and through experience in the relationship.
- Content vs Process; both important, but difference in emphasis
 - Mentor with Mentee: can Mentee deliver the training – both experience and content?
 - Mentors deliver Trainers
 - MC with MnT: Can Mnt deliver the Mentor – Focus is on the relationship of the MnT with Mentee and with ATA.
 - MC's deliver Mentors
- Graduation can be self-initiated
 - MC, MnT and Mentoring Support Group (MSG) can all initiate Mentor graduation review. See [Mentoring Development Program \(MDP\) document](#) on KRI [Trainer support website](#).

- Once initiated, MnT conducts self-assessment through open feedback from MSG and MC as well as writing a review of their growth as MnT (format similar to Annual Review – see MDP) and review of IDP.
- After reflection on self-review and feedback from others, MnT can inform ATA of their readiness to graduate and forward all documents to be reviewed - MnT Self Reflection and recommendations from MSG and MC.
- After the ATA Admin reviews the documents the graduation is approved.
- When graduated, the new ATA Mentor is welcomed and Celebrated by ATA membership.

Step-by-step

- Professional/Lead trainer requests a Mentor to become their MC during the mentoring program,
 - Discuss MnT's motivation, experience and needs from a MC.
 - Discuss MC's philosophy, experience and availability.
- Once accepted
 - MC-MnT relationship is established - continue above conversation to formalize
 - How and when to meet; best ways to communicate, availability for unscheduled contact, etc.
 - Identifying initial mentee(s)
 - Create and sign [Operating agreement](#)
- Once Operating Agreement is signed, create the development plan:
 - Identify relevant life experiences, strengths, areas in need of improvement
 - Use [Competency Evaluation Form](#)
 - Create [development plan using IDP](#)
- Once assessment and development plan created the [Mentoring Program Application](#) can be completed by the MnT.
 - Send application, [Reflection letters](#) and development forms to the ATA regional administrator.
 - MC will be requested to confirm the mentoring relationship with the MnT.
 - Application will be reviewed and MnT will be officially a candidate mentor in the KRI Trainer Portal.
 - Relationships between MnT and the mentees can be established (2 mentees maximum)
- Once officially entered into the Mentoring Program, MnT will join a Mentoring Support Group.
 - This is currently happening twice a year and PDC MDP committee plans to move towards ongoing applications.
 - Regular meetings will take place and Feedback form will be sent to the PDC Mentoring program committee and ATA.