

# Pre-Course Assignment

1. Name:	
2. Organisation:	3. Designation:
4. Do you have a mentoring programme in your organisation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Would you describe this programme as formal or informal? Explain your answer?	
6. Who are the mentees in your organisation?	
7. How many mentees do you have in the organisation?	
8. Where are these mentees placed?	
9. What is the aim of their placement?	
10. What do these mentees do in your organisation?	
11. Who mentors these mentees?	
12. What role do you play in this mentoring programme?	

13. Comment on the benefits of mentoring for ...

... (a) the organisation

... (b) the sector

14. What are some of the organisational challenges for mentoring?

15. What policies (internal and external) guide and shape mentoring? Explain how these shape mentoring in your organisation.

16. Comment on the institutionalisation of mentoring in your organisation.

17. How would you describe the culture of mentoring in your organisation?

18. What do you expect to get out of this mentoring course?

# Course Assignment

Undertake an action research project that supports mentoring in a workplace of your choice. The workplace can be your own or another where you might be supporting mentoring currently or in the future.

## Task 1:

Conduct a situational analysis of mentoring in your workplace that includes:

- a review of the policy and organisational context,
- a mentoring needs analysis, and
- obstacles/challenges to mentoring in this particular workplace.

This task extends the pre-course assignment and links to learning through Module 1 and the various activities in this module.

Approximate length: **3 pages**

Approximate time allocation: **3 weeks**

During the first post-workshop contact session you will be asked to share your analysis. To this end, **prepare a concise presentation of the key points of your analysis** to share with fellow learners and facilitators in a time frame which will be indicated to you. Use your analysis, and any feedback you receive, to refine your focus for Task 2.

## Task 2 (a):

In response to your analysis in Task 1, and drawing on what you have learnt in the three modules, **develop a plan to address the challenges to mentoring in your workplace.**

OR

## Task 2 (b):

Drawing on your learning through the course, **develop a mentoring plan** to address the developmental needs that you identified in Task 1. **Describe the particular approach or approaches to mentoring** you would follow and motivate your choices.

Approximate length: **3 pages**

Approximate time allocation: **2 weeks**

## Task 3:

**Implement the plan** you designed in Task 2 and **write a short evaluative report** on what you have done.

Approximate report length: **4 pages**

Approximate workplace-based time allocation: **2 months**

## Task 4:

**Review the results of the implementation process** and use the results to **write recommendations to the organisation.**

Approximate length of review and recommendations: **5 pages**

Approximate workplace-based time allocation: **2 weeks**

