

Learning Log

- PURPOSE** To ensure significant learning insights are captured, and that action follows from these discoveries and conclusions.
- PROCESS** Encourage the protégé to use a learning log to capture and reflect on significant learning experiences. Use this material for discussion in a mentoring session.

Sources of Information

- Ask others for feedback e.g. your manager
- Self insight
- Reflect on experiences you have had

Looking Inward

What did you learn from the practical assignments about yourself?

Where there any themes or questions from your 360 degree feedback?

From attending the workshop which aspects of communication and coaching skills would you like to improve?

Identify knowledge and skills you could develop or improve to enhance your performance

Identify barriers to achieving results and note ways in which you could overcome these obstacles

Consider the objectives of your functional area. How could you leverage your performance to help achieve these objectives?

Learning Competency Questions

PURPOSE To challenge the protégé's thinking about their self-awareness and learning competencies.

PROCESS Use these questions as a basis for challenging the protégé in relation to their learning competencies.

- What knowledge about yourself would you welcome?
- What knowledge about yourself do you avoid?
- What defence mechanisms do you put up to avoid self-knowledge?
- How can you discover blocks to your development?
- How can you hear from people what they are currently unwilling to tell you?
- What lessons have you learned from your successes and failures?

- What part of your education or work experience has been the most valuable to you over the years?



Giving Feedback – Key Actions

PURPOSE To provide the protégé with other perspectives on their performance, and to develop insights into how others perceive their actions.

PROCESS Find opportunities to observe the protégé at work. In addition, use the mentoring discussions as opportunities to gain insights about their behaviour. Use the process below to provide feedback that is specific, useful and non-judgemental. Allow the protégé to develop their own insights and plan for action.

State Observations



Discuss Impact



Actively seek their Perspective



Discuss Opportunities to Improve, Develop or Continue Performance



Express Confidence



