

ATA – Trainer Role Descriptions

Role Title: Mentoring Coach

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 you meet, to what do each of you need in order 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 [MnT Competency Evaluation form](#)
- Strengthen MnT's understanding of movement through the ATA.
- Become confident of MnT's capacity to establish a high quality Mentoring Relationship.
- Encourage MnT to pursue Mentoring resources ([Mentor Resource Library](#) and other) and opportunities to connect with ATA through committee work and ATA Trainer Events.
 - MC shares mentoring best practices with MnT both through resources and through experience in the 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-create 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](#).
- Content versus 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

Mentoring in Training Program Completion

- Graduation can be self-initiated

- MC, MnT and Mentoring Support Group (MSG) can all initiate Mentor graduation review. See the [MDP Checklist](#) and the [Mentoring Development Program \(MDP\) Overview](#).
- 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.

Step-by-step (More detailed, check the [MDP Checklist](#))

- Professional/Lead trainer requests a Mentor to become their MC during the mentoring program,
 - Discuss MnT's motivation, experience and needs from an 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; the best ways to communicate, availability for unscheduled contact, etc.
 - Identifying initial mentee(s)
 - Create and sign the [MC / MnT operating agreement](#)
- Once the Operating Agreement is signed, create the development plan:
 - Identify relevant life experiences, strengths, areas in need of improvement
 - Use the [MnT Competency Evaluation form](#)
 - Create development plan using the [MnT Individual Development Plan](#)
- 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**.
 - The ATA is receiving ongoing applications for the MDP.
 - Regular meetings will take place and feedback form will be sent to the PDC Mentoring program committee and ATA.