

Executive and Operational Management Mentoring Program

Key Program Areas	Activity
Executive Interview 1 hour interview	<ul style="list-style-type: none"> • Gain an understanding of: the existing structure, system and interaction of the Board and Leadership Team, and present strategic and operational challenges. • Confirm leadership style expectations (in keeping with the current needs of the business). • Identify expectations of the mentoring program, including expectations of the role (based on current position description and where required, support changes to the current PD). • Understand KPI's for each role and associated expectations. • Understand candidates current performance and key areas of concern
Interview/ Assessment 4 hour set up meeting with each mentee	<ul style="list-style-type: none"> • Conduct Mentoring Questionnaire with Mentee to establish mentee expectations and goals. • Collaboratively work through current position description for clarity and understanding of required outcomes. • Undertake a review of the Mentee's knowledge, skills and abilities utilising the Australian Aged Care Leadership Capability Framework and Organisational documentation such as PD's etc. • Assist the Mentee to complete the Emotional Intelligence Questionnaire. • Establish priority focus areas, mentoring plan and structure, confirming with Mentee.
Mentoring Sessions (Session length tailored to needs and budget).	<ul style="list-style-type: none"> • Conduct mentoring sessions. Sessions are tailored to each individual mentoring plan and include a variety of learning techniques, including: <ul style="list-style-type: none"> ○ Remote and/or face to face sessions ○ Knowledge transfer ○ Case studies ○ Webinar with Q and A ○ Exploring barriers to success ○ Resources provided as required. • Development tasks will be set around real-life work activities such as: <ul style="list-style-type: none"> ○ Current challenges/ situations, e.g., challenging complainants, management of workforce. ○ Operational workflow ○ Monthly reporting ○ Current or changed legislative and regulatory requirements, e.g., Restrictive Practices, Serious Incidents.
Completion of Plan	<ul style="list-style-type: none"> • Formal assessment and review of mentoring plan. • Personal Development Plan report developed for Mentee. • Identification of future areas for Mentee improvement.
Executive Report	Executive reports are inclusive of: <ul style="list-style-type: none"> • Report on completed sessions. • End of plan assessment and outcome • Mentee areas for improvement (still in development). • Methods for the organisation and Executive to further support the Mentee.