

## Mentor Sample Development Plan

Ms. Jones received a rating of “**Incomplete**” on her Mentor Certification testing:

On April 15, 2018, Guy Johnson met with Amanda Jones to review the “Incomplete” evaluation results on the Mentor Certification testing. Ms. Jones’ Development Plan (which includes, coaching and assessment) will last thirty (30) calendar days and will focus on areas of improvement when providing feedback to Specialists with a focus on engaging Specialists by asking for their thoughts. Ms. Jones’ Development Plan is below:

During the next thirty days, Ms. Jones (mentor) will complete at a minimum, four coaching sessions with Specialists. Mr. Johnson (supervisor) will observe each coaching session and evaluate Ms. Jones using the grading tools provided by the Training Unit. (See Mentor Certification Grading Tool document)

***\*Note\*— If the supervisor is unable to do the observation (for whatever reason—distance, personnel reasons, needing a different perspective) or has not attended CW 3444, a fellow supervisor can grade as long as the Field Manager/District Director approves. This information should be included in the Development Plan.***

- Specific areas for improvement in coaching are: engaging the specialist by asking for their thoughts, being attentive to the specialist’s body language, and using open ended questions.

Mr. Johnson and Ms. Jones will meet weekly to discuss any challenges or barriers Ms. Jones may feel is impeding her learning. During her final evaluation by Mr. Johnson, Ms. Jones must successfully complete 2 out of 3 coaching sessions. At the end of the 30 days Mr. Johnson will scan the grading sheets and send them to the child welfare training unit. If Ms. Jones has successfully completed 2 out of 3 coaching sessions, she will be enrolled in CW 3445 – Mentor Certification Testing. If Ms. Jones is unsuccessful, she will not be permitted to attend CW 3445 and will need an additional 30 day support plan.