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Certificate of Practice_Journey Mentor_Self-Assessment



May 13, 2023

For each NUMBERED statement that follows, ask:

Can I (the statement)? [Yes or No] --> with hesitancy, the answer is No

Yes or No

Name

IMC_ID#

email

1 Mentor Profile - About Mentor

1 Define the terms mentor, mentoring, mentee, and mentorship

2 Discuss the terms and concepts of mentoring

3 Discuss the terms and concepts of serving as a mentor

4 Discuss the importance of the role of the mentor

5 Discuss the benefits of serving as a mentor

6 Discuss the decision structure to accept/decline a mentoring assignment

7 Manage effective communication skills

8 Discuss the self-concept of serving as a mentor

9 Manage continuous learning approach as a mentor

10 Manage continuous improvement as a mentor

11 Discuss the importance of ISO standards to mentor certification

12 Listen consciously

13 Share responsively

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Yes or No

2 Mentor Profile - Mentor Characteristics

- | | | |
|----|---|--|
| 1 | Manage confidence while mentoring | |
| 2 | Manage commitment while mentoring | |
| 3 | Manage confidentiality while mentoring | |
| 4 | Manage presence while mentoring | |
| 5 | Manage rapport while mentoring | |
| 6 | Manage reciprocation while mentoring | |
| 7 | Manage humility while mentoring | |
| 8 | Manage tolerance while mentoring | |
| 9 | Manage credibility while mentoring | |
| 10 | Manage ethical decision making while mentoring | |
| 11 | Discuss the use of humor in the mentoring arrangement | |
| 12 | Manage assignment of time and effort while mentoring | |
| 13 | Manage bias in all forms of communication | |
| 14 | Manage self-reflective practice of your lived experience shared with the mentee | |

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3 Mentor Profile - Mentoring Arrangement (from Mentor)

- | | | |
|----|---|--|
| 1 | Discuss possible bottlenecks while mentoring | |
| 2 | Discuss how the mentor's Point of View affects mentoring | |
| 3 | Discuss the impact of generational characteristics on mentoring | |
| 4 | Discuss behavioral awareness while mentoring | |
| 5 | Manage situational assessment at predetermined milestones while mentoring | |
| 6 | Summarize the experiential value of mentoring for the mentor | |
| 7 | Summarize the experiential value of mentoring for the mentee | |
| 8 | Manage the mentoring system according to agreed upon safety standards | |
| 9 | Manage issue identification for mentoring | |
| 10 | Manage the administrative boundaries for mentoring | |
| 11 | Manage the assigned accountabilities and responsibilities for mentoring | |
| 12 | Manage documentation based on agreed upon measures and metrics | |
| 13 | Manage the gender requirements for mentoring | |
| 14 | Discuss the hindering and helping behaviors of the mentor | |
| 15 | Manage mentoring according to the agreed-upon organization of time, effort, and money allocations | |
| 16 | Manage closure of the mentoring arrangement process | |

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4 Mentor Profile - Support Mentee (from Mentee)

- | | | |
|----|--|--|
| 1 | Manage correct responses relevant to the mentee's questions | |
| 2 | Manage capacity development of the mentee | |
| 3 | Manage empathetic responses to the emotional expressions of a mentee | |
| 4 | Manage the mentee celebrations as an outcome of mentoring | |
| 5 | Manage independence of the mentee | |
| 6 | Manage support of the mentee's words and actions of well-being | |
| 7 | Manage a professional relationship with mentee | |
| 8 | Manage the mentee's self-assessment of individuality | |
| 9 | Discuss the importance of cognitive-affective issue indicators | |
| 10 | Discuss access points for professional support services for cognitive-affective issues | |
| 11 | Discuss mentee's resource allocation to deal with issues | |
| 12 | Discuss the mentee's use of ethical decision-making practices | |
| 13 | Discuss mentee's behavior congruent with ethical standards while mentoring | |
| 14 | Manage the diversity and inclusion requirements for mentoring | |
| 15 | Demonstrate adaptation to special needs | |
| 16 | Manage mentoring when the mentee suggests harm to self | |
| 17 | Manage mentoring when the mentee suggests harm to others | |
| 18 | Manage the types of mentee bias affecting mentoring outcomes | |
| 19 | Discuss the continuous learning approach for the mentee | |

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Yes or No

5 Mentor Profile - Mentoring Tools & Techniques

- | | | |
|----|---|--|
| 1 | Use humble inquiry - problem inquiry appreciative inquiry while mentoring | |
| 2 | Manage the use of crucial conversations while mentoring | |
| 3 | Manage the use of collaborative conversations while mentoring | |
| 4 | Manage the impact of bias on mentoring | |
| 5 | Manage diverse perspectives while mentoring | |
| 6 | Use a question and answer approach while mentoring | |
| 7 | Use a hierarchy of values approach to support mentoring | |
| 8 | Use a principle-centered negotiation approach when conflict arises in the mentoring arrangement | |
| 9 | Use feedback, feedforward, and feed-fromward appropriate to the situation | |
| 10 | Manage use of story-sharing techniques while mentoring | |
| 11 | Manage formative assessments of mentoring | |
| 12 | Manage summative evaluations of mentoring | |



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Yes or No

6 Mentor Profile - Mentoring Educating Learning		
1	Discuss the requirements for an inclusive and mutual learning environment	
2	Review requirements for a mentoring arrangement conducive to learning and development	
3	Use instructive-facilitative-coaching in the mentoring arrangement	
4	Discuss the merits of multiple educating approaches for the mentoring arrangement	
5	Manage Log Book while mentoring	

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Yes or No

7 Certification/Recertification

- 1 Discuss the certification process to award a Certificate of Practice - JM
- 2 Manage the requirements for a Certification of Practice - Journey Mentor
- 3 Discuss the recertification process to award a Certificate of Practice - JM
- 4 Discuss evidence-based learning
- 5 Discuss experience-based educating
- 6 Submit a copy of the current Certificate of Practice - JM for recertification

Suggested Actions:

- 1) Answer Yes or No to the question in yellow for each statement in each category in Column C
- 2) Book a call with IMC when you have questions via our Intake Email: allthingsmentor@gmail.com