



Mentoring Benchmarks

Building Relationship and Developing Coaching Capacity	Maintaining Relationship and “Fine-Tuning” Skills	Maintaining Relationship with evidence of Best Practice
A	B	C
Completed Intake Meeting with Mentor, Director and Coach. Introduced Competency document and logs.	Coach understands and is utilizing competency check list and completing logs.	Coach is proficient in utilizing the competency check list and completes logs on a weekly basis.
Evidence that relationship has been established with apprentice and regular coaching is transpiring.	Consistent weekly coaching sessions conducted with apprentice.	Relationship is ongoing with regular weekly coaching sessions.
Evidence that weekly meetings are established and occur for coaching sessions	Competency document and logs are being completed on a consistent basis.	Protocols continue to be followed.
Goals developed based on the OJL competencies.	Goals are used to drive coaching	Goals are completed, and new goals are identified.
Navigates and understands competency as apprentice progresses.	Competencies are evaluated weekly and goals are modified as needed.	Competencies are evaluated and supported through learning extensions.
Initial documents and progress logs are completed.	Coaching logs and competencies are completed.	All paperwork is completed in a consistent manner.
Coach is acclimating to role as coach in apprenticeship program.	Coach has good working knowledge of developmentally appropriate classroom practices.	Coach regularly describes extensive knowledge of best classroom practices



Coach expresses concerns about coaching relationship with apprentice or when apprentice is having challenges.	Coach expresses concerns about coaching relationship with apprentice or when apprentice is having challenges.	No outstanding coaching concerns.
Coach meets with Mentor face to face on a monthly basis and attends Master Class.	Coach meets with Mentor Bi Monthly and holds 30-minute calls on the alternative month. Coach attends Master Class.	Coach completes quarterly visits with Mentor and holds a monthly 30-minute call. Coach attends Master Class.
Objective of Mentor meetings	Objective of mentor meetings	Objective of mentor meetings
Mentor meetings primarily focus on logistics, such as scheduling, clarification of roles, styles of coaching	Mentor meetings include tips on coaching AND review of competency content, and may include some troubleshooting around logistics	Mentor meetings focus primarily on coaching tips but may include occasional discussion of logistics. Coach has comprehensive understanding of competency content

Mentoring Time Dosage:

	Mentoring Benchmark
A	Monthly face to face meeting for 1 hour a month
B	Bi Monthly face to face visit for 1 hour a month and a 30-minute call on alternative month
C	Quarterly visit and a monthly 30-minute call

First Up

ALL	Mentor makes quarterly visits with Apprentice to observe and reflect upon coaching model.
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