MENTORING COMPETENCY FRAMEWORK

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| **Competency:**  **In a mentoring relationship, I can….** | **Level**  **(1-4)\*** | **What can I do to develop this competency?** |
| Use active listening in order to gain information and understanding of the performance of the individual against the Nutrition Cluster Coordination or IMO competencies. |  |  |
| Assess the performance of the individual against the required or desired levels. |  |  |
| Share relevant experiences and resources and highlight key learning points that are applicable to the individual. |  |  |
| Identify and recommend ideas for action to address identified performance issues. |  |  |
| Inspire the mentee to implement agreed actions. |  |  |
| Encourage individual reflection. |  |  |
| Evaluate progress with the individual. |  |  |

Please rate yourself against each mentoring competency, using the levels outlined on the next page. If you have any that you’ve rated as 1: Aware or 2: Competency, please indicate what you might to do improve your level.

DEFINITIONS OF COMPETENCY LEVELS

**4. Expert**

* Has prolonged and intense experience through practice and training.
* Uses the competency consistently to maximum effect across a range of functions, organisations and situations at all levels including in challenging environments.
* Is able to retrieve and use important aspects of their knowledge/skills/technique with little conscious effort.
* Is capable of mentoring and developing others to reach skilled level and offer peer support to other experts.

**3. Skilled**

* Has a thorough knowledge of a competency gained through training and practise.
* Has applied the competency in depth in one or two key areas.
* Applies the competency consistently across a range of functions at most levels in the organisation to create desired outcomes.
* Capable of mentoring and developing others to competent level.

**2. Competent**

* Has good practical knowledge of the competency gained through proper or sufficient training and regular use.
* Is capable and/or efficient in using the competency consistently and demonstrates appropriate and timely use of the competency to resolve or address various business situations within their area of responsibility.

**1. Aware**

* Has limited experience and/or practical understanding of the competency gained through basic introductory training and/or a small number of projects.
* Has adequate knowledge of the competency to allow limited practice and application but may need to seek advice and guidance.