

# 2. Mentors & Coaches - Administrator

**WHY:** This section assists the administrator to add mentors and coaches, set-up relationships between the mentor/coach and the employee being mentored/coached.

**WHERE:** From the system portal, click **System Administration | Modules | Mentors and Coaches | Mentors and Coaches**

## 2.2 Adding a Mentor or Coach

There are 4 different types of Mentors or Coaches that can be added namely:

- Coach
- Executive Coach
- Future Mentor/Coach
- Mentor

An external or internal mentor/coach can be added

The training to date is all Training Interventions that is linked to this person as a mentor or a coach

The Qualifications is all the Qualifications that is linked on the employee's Learner Records

Role(s)	Role	Registration Number
	<input checked="" type="radio"/> Coach	<input type="text"/>
	<input type="radio"/> Executive Coach	<input type="text"/>
	<input type="radio"/> Future Mentor / Coach	<input type="text"/>
	<input type="radio"/> Mentor	<input type="text"/>

  

Type	Employee
Name / Surname	Gillian Adam
E-mail	Gillian.Adam@signify.co.za
Mobile Number	0832468372
Level	Level 1 - Foundation
Commencement / Engagement Date	2012/02/16
Start Date as Mentor / Coach *	2016/11/01
Years in Service	6
Training to date	No linked interventions.
Location	
Qualifications	Matric (Grade 12) (2000/01/21-2000/01/08)

[Save](#) [Back to Mentors / Coaches](#)

## 2.3 Set-up the Relationship

- Relationships refers to the Mentor/Coach, an employee and training that is linked together
  - For the purposes of Smollan it refers to the Mentor/Coach and Employee relationship (when not referring to Learnerships)

Actions	Employee Number/ID
<div> <div>Actions ▾</div> <div> <p>Edit</p> <p>Detail</p> <p><b>Relationships</b></p> <p>Delete</p> </div> </div>	22379

- On this screen, new relationships can be added

Mentors/Coaches » Gillian Adam (22379) » Relationships

[+ Add New Relationship](#)

Actions	Gillian Adam (22379) is the...	For...	On the following...	Show Relationship
<div> <div>Actions ▾</div> <div>Coach</div> </div>		Sue Parrish [22553]	General	✓

By adding a relationship to the Mentor/Coach the following is needed:

- The employee that is chosen from the list of employees

Mentor / coach levels

Description \*

Reference Description \*

Is Default

☐

Save

Delete

Back to Mentor / Coach levels

- When viewing the detail of the level, the following information is displayed

Mentor / coach levels » Level 1 - Foundation

Description	Level 1 - Foundation
Reference Description	Level 1 - Foundation

#### Item used by

---

Mentors/Coaches	4
-----------------	---

#### Additional Information

---

CreatedUser	master
CreatedDate	2015/09/14 09:50:01 AM
EditedUser	master
EditedDate	2015/09/14 09:50:01 AM

[Back to Mentor / Coach levels](#)

---

Revision #7

Created 28 March 2021 18:08:34 by Lizette Lotter

Updated 11 June 2023 19:26:49 by Erika Fourie