

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	<input type="text"/>	
Qualifications	Matric (Grade 12) (2000/01/21-2000/01/08)	

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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 style="border: 2px solid orange; padding: 2px;"> Actions ▼ </div> <div style="border: 2px solid orange; padding: 2px; margin-top: 5px;"> ✎ Edit 📄 Detail 👤 Relationships 🗑️ Delete </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 style="border: 1px solid gray; padding: 2px;"> Actions ▼ </div> Coach		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

- The type which can be:

The employee (this is the one used by Smollan when not referring to Learnerships)

Learnership Pipelines

Event

Training Intervention

- This relationship can be made active

2.4 Mentors/Coach Levels

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

On this page the following can be done:

- Add a Mentor / Coach level.
- On the Mentor/Coach level that was added, you can view the detail, edit and delete.

Actions	Description	Reference Description	Is Default
<div style="border: 1px solid #ccc; padding: 2px;"> Actions ▾ Edit Detail Delete </div>	Level 1 - Foundation	Level 1 - Foundation	<input checked="" type="checkbox"/>
	Level 2 - Practitioner	Level 2 - Practitioner	<input type="checkbox"/>
	Level 3 - Expert	Level 3 - Expert	<input type="checkbox"/>

- On this screen, a new Mentor / Coach level can be added.
- When adding a new Mentor/Coach level, the following is required:
 - Level Description
 - Reference Description
 - Whether the level is the default value.

Mentor / coach levels

Description *

Reference Description *

Is Default

- 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

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Revision #7

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

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