

## 3.1 LMS Portal

**WHY:** This section assists the mentors and coaches to view the employees assigned to them, add new comments, setup the coaching plans and do a coaching assessment. The employees can view their comments and coaching plans.

**WHERE:** On the **LMS Portal**, click **Mentors and Coaches**

## 3.2 Mentor/Coach View

- On the LMS Portal, the Mentors & Coaches will be available only for the employee that is setup to be a Mentor or Coach.

**Mentoring & Coaching**

My personal coaching plans

I am the mentor / coach for...

1 year ago

3

0

0

3

5

Last Interaction

Total Employees

No interactions yet

No interactions in the last month

Interactions older than three months

Total Assessments

Select mentor / coach to act on behalf of

Search

You are the...	for...	on the following...	Last Interaction	Comments	Goals	Assessments
Coach	Pamela Bonkolo (22077)	Candidate Mgt - Create Candidate	2021/09/21			
Coach	Pamela Bonkolo (22077)	Create New Mass Element Input Batch	2021/09/16			
Coach	Pamela Bonkolo (22077)	Dashboard And Recruitment Summary 2	2022/05/20	 This was a fruitful discuss... 2022/05/20	 Improve communication with ... 2021/12/07	

- When clicking on the comments or goals links, either the comments or the goals pages will open - depending on the link you choose.
- A new comment can be added or an existing comment viewed when selecting the comments link.

## 3.3 Adding or Viewing Comments

- To add a new comment, click on the Comments icon.
- When adding a comment, the following screen opens:

## Mentoring & Coaching

My personal coaching plans

I am the mentor / coach for...

Back to List

New Comment

Comments for **Pamela Bonkolo (22077)**  
on **Create New Mass Element Input Batch**

No comments have been added yet

Mentoring & Coaching

New comment for **Pamela Bonkolo (22077)** on **Create New Mass Element Input Batch**

Date

Today

Comments

Type your comments here...

Private Comments

(Only visible to you as mentor / coach)

Type your private comments here...

Linked Goal

General Comments

Cancel


Save

- All the general comments added will be available for viewing under the Comments link (from here you can also add new comments).

image not found or type unknown



 My personal coaching plans

 I am the mentor / coach for...

[← Back to List](#)

[+ New Comment](#)

[Export](#)



Comments for **Pamela Bonkolo (22077)**  
on **Dashboard And Recruitment Summary 2**

Date ↓	Comments	Linked Goal
2022/05/20	This was a fruitful discussion. Remember to ...	
2021/03/09	My test comment	<a href="#">Improve communication with stakeholders</a>
2020/08/13	Comment 1	<a href="#">Improve communication with stakeholders</a>
2020/08/13	Comment 2	<a href="#">Improve communication with stakeholders</a>
2018/07/19	Arrange a PM system demo	
2018/03/15	Pamela succeeded in this course. Well done!	
2017/06/08	Pamela is making good progress on her understanding of the course content.	
2016/07/12	Pamela's POE was not completed in time	

## 3.4 Coaching Plans

- When opening the coaching plans screen Goals - the mentor/coach will be able to view all plans the employee has completed, those that he/she is still busy with, as well as the general comments loaded.
- New development plans can also be loaded from this screen.
- The date the last change was made to any of the goals is also available on this screen.

My personal coaching plans

I am the mentor / coach for...

[← Back to List](#)[+ New Goal](#)[Export](#)

Goals for **Pamela Bonkolo (22077)**  
on **Dashboard And Recruitment Summary 2**

Goals In Progress 1

Updated on 2016/11/03



Priority	Target Date ↓	Goal	Action Required
Low	2017/02/03	Launch C and M module	Nicole to test for at least 1 ...

Goals Completed 1

Updated on 2021/12/07

Priority	Target Date ↓	Goal	Action Required
Medium		Improve communication with stakeholders	A few coaching sessions

- To add a new goal the following fields are available for completion:
  - Goal
  - Priority
  - Actions necessary to achieve goal
  - Support / resources needed
  - Obstacles / Concerns
  - Target date
  - New comments
  - Comments History
  - New Private Comments
  - Private Comments History
  - Completed
  - Completed Date

Goal *	<input type="text"/>
Priority	<div><span>High</span> <span><b>Medium</b></span> <span>Low</span></div>
Actions necessary to achieve goal	<div></div>
Support / Resources	<div></div>
Obstacles / Concerns	<div></div>
Target Date	<div><input type="text"/> </div>
New Comments	<div>Type your new comments here...</div>
Comments History	<div></div>
New Private Comments (Only visible to you as mentor / coach)	<div>Type your new private comments here...</div>
Private Comments History (Only visible to you as mentor / coach)	<div></div>
Completed	<input type="checkbox"/>
Completed Date	<div><input type="text"/> </div>

- When viewing the goals more information can be viewed by clicking on the Info Tab .
- When viewing the 'Goals in Progress' the mentor/coach can edit the plan to either add comments or mark it as completed. (Where after it will move to the 'Completed Plans' section).

image not found or type unknown



# 3.5 Coaching Assessments

- When clicking on the assessments icon, a screen opens enabling the mentor/coach to start a new assessment or to continue with a previous assessment.
- When clicking on new assessment, choose the date of the assessment and then the assessment. (Only assessments that was created as Coaching Assessments will be listed on the screen.

Mentoring & Coaching

My personal coaching plans

I am the mentor / coach for...

Back to List

New Assessment

Export

Assessments for Pamela Bonkolo (22077) on Dashboard And Recruitment Summary 2

On the job Mentoring feedback 5

Attempts	Final Score (%)	Completed	Start Date	End Date
Attempt 5		✓	2021/09/21	2022/05/30
Attempt 4		✓	2021/05/19	2021/05/19
Attempt 3		✓	2020/02/19	2021/05/03
Attempt 2		✓	2019/11/06	2021/09/16
Attempt 1			2019/10/10	

## General Questions

How many tasks did you share with your mentee?

☐ 1☒ 2☐ 3☐ More than 3

Please make a note of the tasks you shared with your mentee.

9999

How comfortable are you that your mentee understood your instructions?

☐

Not comfortable. Follow-up will be required.

☒

Making good progress, but one follow-up will be required.

☐

The mentee is doing very well and can apply the knowledge.

Type your comment here...

How did your mentee improve from your last conversation?

☒

This was our first discussion in this regard.

☐

Progress is not good and we will have to discuss it with HR.

☐

The progress is not good. I will have to continue with these sessions.

☐

Improvement was good.

Type your comment here...

Close

- The assessment is then completed and closed
- To view the score, select the previous coaching assessment
- On this screen the Assessment with the final score can be viewed

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Quick Pay Evaluation 7

Attempts	Final Score (%)	Completed	Start Date	End Date
Attempt 7			2021/09/16	2021/09/16
Attempt 6			2019/08/28	
Attempt 5			2016/11/03	
Attempt 4			2016/11/02	
Attempt 3			2016/11/02	
Attempt 2			2016/11/02	
Attempt 1	100	✓	2016/11/02	2023/06/11

## 3.6 Act on behalf of a mentor/coach

- When going back to the LMS you also have the option to act on behalf of a mentor or coach
- A mentor/coach can be chosen from the list

Select mentor / coach to act on behalf of

Search

Q C

Mentor / Coach Name	Employee Number	Role	Is Employee
Gillian Adam	22379	Coach	✓
Jay Lawrence	22574	Executive Coach	✓
Joe Black	22552	Coach	✓
Johan Botha	5485212569	Mentor	
Susan Parrish	22553	Mentor	✓
Susan Parrish	22553	Coach	✓

Thank you for your response! You may now close this questionnaire.

Close

- All employees will be seen that is linked to the mentor/coach



Mentoring & Coaching

My personal coaching plans
I am the mentor / coach for...

None

1

1

0

0

0

Last Interaction
Total Employees
No interactions yet
No interactions in the last month
Interactions older than three months
Total Assessments

Back to Own List
Select mentor / coach to act on behalf of
Select mentor / coach to act on behalf of Gillian Adam (22379)

Search

You are the...	for...	on the following...	Last Interaction	Comments	Goals	Assessments
Coach	Sue Parrish (22553)	In General				

Image not found or type unknown

## 3.7 Employee View

- From the Mentor & Coach Plans screen the employee can view their mentoring and coaching plans.

Mentoring & Coaching

My personal coaching plans
I am the mentor / coach for...

2 years ago

1

0

1

Last Interaction
Total Goals
Goals Completed
Goals In Progress

You are being...	by...	on the following...	Comments	Goals
Coached	Sue Parrish (22553)	In General		
Executive Coached	Jay Lawrence (22574)	In General	Due to Technical Manager's ... 2020/08/13	Meet with senior colleagues 2017/06/08

- Nothing can be edited from this screen.
- Clicking on the goals link will open up the coaching plans screen.

Mentoring & Coaching

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My personal coaching plans

I am the mentor / coach for...

Back to List

Export

Comments with Jay Lawrence (22574)

Date	Comments	Linked Goal
2020/08/13	Due to Technical Manager's travels, Joe is unable to secure a meeting with the Manager. I will try to assist to reach this goal by 20 June.	<a href="#">Meet with senior colleagues</a>
2020/08/13	First meeting setup with Team Lead.	<a href="#">Meet with senior colleagues</a>
2017/06/08	Joe is making good progress in managing his career and delivering on goals	

Mentoring & Coaching

?

My personal coaching plans

I am the mentor / coach for...

Back to List

Export

Comments

Date	Comments	Linked Goal
2020/08/13	Due to Technical Manager's travels, Joe is unable to secure a meeting with the Manager. I will try to assist to reach this goal by 20 June.	<a href="#">Meet with senior colleagues</a>
2020/08/13	First meeting setup with Team Lead.	<a href="#">Meet with senior colleagues</a>
2017/06/08	Joe is making good progress in managing his career and delivering on goals	

Goal with Jay Lawrence (22574)

Goal

Meet with senior colleagues

Priority

Medium

Actions necessary to achieve goal

Meet with senior colleagues and determine how they see you role in the next 6 months.

Support / Resources

Let me know if you need assistance in arranging these sessions

Obstacles / Concerns

None

Target Date

2017/09/08

Comments History

2017/06/11

Due to Technical Manager's travels, Joe is unable to secure a meeting with the Manager. I will try to assist to reach this goal by 20 June.

Completed

☐

Completed Date

Close

Revision #5

Created 28 March 2021 18:09:52 by Lizette Lotter

Updated 11 June 2023 19:53:33 by Erika Fourie