
Mentoring Form

MENTOREE : DATE : / /
MENTOR : LAST REVIEW : / /
JOB DESCRIPTION : _____ NEXT REVIEW : / /

This form is intended as a guide for monthly discussion where mentor and mentoree are reviewing personal development. Discuss areas and make notes to assist with monthly development.

CORPORATE CAPACITIES

All workers in the church or ministry have a role in assisting the community to achieve its purpose. What is the mentoree's part in this, this should be quantified in job description but must be understood.

INDIVIDUAL CAPACITIES

Review progress towards

☆ COMMUNICATION AND RELATIONAL SKILLS

(much of leadership is about effective communication, were you are able to communicate your thoughts and feelings to others effectively- so they respond appropriately)

- Written

- Spoken - is understood by others

- Non verbal - body language supports verbal communication

☆ **TEAMWORK SKILLS**

- Willingly follows and assists others within skills and information

- Works in teams without conflict

- Is prepared to see others succeed beyond self

- How would you define the personal relationships with work colleagues

☆ **LEADERSHIP AND ORGANIZATIONAL SKILLS**

- Is sought by others for help

- Is able to make clear decisions

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- Is able to give clear direction

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- Is able to solve problems and implement solutions
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☆ **THE ABILITY TO GET THINGS DONE AND BE PROACTIVE, SELF INITIATIVE SKILLS**

- Initiative and creativity - ideas and plans - dreams and vision
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- Ability to organize team to achieve objective
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☆ **CHRISTIAN DEVELOPMENT**

(2 Peter 3:18 *"But grow in the grace and knowledge of our Lord and Savior Jesus Christ."*)

- a. Devotional life (Practice of spiritual disciplines: Reading the Word, Service, Giving, Fasting, Simplicity, Fellowship, Worship, Solitude, Submission, Confession, Guidance, Celebration, Meditation, Prayer)
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- b. Future learning plan
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- c. Application and development of spiritual gifts
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☆ **ATTITUDE**

(impatient, polite, rude, short, insulting, tire, enthusiastic, helpful, does just enough, looks for more, excited, depressed, bored, careless, not thinking,

- Towards supervisors

- Towards those whom they supervise

- Towards target ministry

☆ **ACCOUNTABILITY**

Accountability takes different forms and is relative to various factors, however every person needs to demonstrate basic levels of daily accountability. Jesus shows us in Luke 2:46, 47 Jesus (1) sought out teachers, (2) he listened, (3) he asked questions and (4) he gave answers

- (1) Do you seek out leaders and people from whom you can learn?

- (2) Are you developing your listening skills (understanding the thoughts and feels of the other, not just the words?)

- (3) Do you ask questions of people and involve them in your life?

- (4) Do you give answers, honest feedback on what you are thinking?

☆ LEARNING PLAN FOR THE NEXT MONTH

- Courses, conference

- Study program

- Books

- Attempting new and challenging tasks

- Meeting and learning from others

Key focus areas last month, and progress

Key focus areas this next month
