

# TEAM ROLES - MENTOR



Our mentors provide project and process improvement support for process improvement learners. They are experienced process improvement staff who support and advise learners to help them develop, deepen their process improvement learning, provide guidance and help to ensure that projects end in success. **Mentors will spend approximately 20-25 hours of dedicated time to mentor their process improvement learner.**

## The Mentor:

- Monitors learner progress through the Yellow Belt Passport and ensures completion
- Attends team meetings, whenever possible
- Participates in Mentor Forum and Learner Forum meetings
- Checks in with learner prior to project starting and prior to each team meeting to review project documentation and ensure project is on track
- Assists learners with any questions they may have during the project
- Reviews all required documentation with learner at the completion of the project
- Assists in refining ideas, project scope and adding additional understanding of process improvement methods
- Assists the learner in solving their own problem
- Provides constructive and honest feedback and advice
- Facilitates learning opportunities
- Is encouraging and supportive



The Components of Mentoring