

## **5 Ways to Develop Your Mentees**

**~~Mentoring improves quality and quantity of work, transfer of learning to mentees leads to improved communication and problem-solving skills.~~**

### **Employee Promotion**

**Promoting someone to a position of greater responsibility is a traditional way of rewarding good performance, developing mentees skills and retaining valued mentees.**

**Effective promotion involves careful consideration of many details, including identifying gaps in skills and experience and providing support through in house training to give more confidence.**

### **Job Enrichment**

**Job enrichment increases the mentees authority or responsibility within the current position. Examples include committee work, special assignments or serving on cross-functional teams.**

**This approach increases interest and motivation by allowing mentee to try new skills, build new relationships and explore new areas of specialization.**

### **Job Rotation and Cross-training**

**Job rotation moves an employee through one or more different positions. The rotation can last several hours, several months or even a year or two. Cross-training is a specific type of job rotation where an mentee learns the skills of a different position.**

**These approaches can effectively add diversity and interest, prepare**

**individuals for promotion, rejuvenate work units and improve communication.**

## **Lateral Moves**

**In a lateral move, an employee moves to a different position with similar status, pay and responsibility. A lateral move may offer new challenges or encourage the development of different skills for an employee who may not necessarily want increased responsibility.**

**This approach increases flexibility and communication among work units and, in small businesses with few opportunities for advancement, helps to retain valuable mentees who might otherwise leave.**

## **Job Aids**

**Job aids include checklists, tip sheets, pictures, code lists, flow charts and diagrams—anything that offers on-the-spot practical help or reminders. Job aids can reduce the amount of information mentee need to recall by providing easily accessible facts.**

**Well-designed job aids are concise, written in plain language and make good use of white space and graphics for easy interpretation.**

**Developing mentees skills help generate the kind of performance that carries employers and employees forward.**

