

Title	Effective Mentoring				
Target Population	Field Engineers & Field Specialists				
This requirement is applicable to:		JFE		FST	EOT
		FE1		FS1	EO1
	✓	FE2	✓	FS2	EO2
			✓	FS3	EO3

Objective:

The primary objective of this task is to ensure the new hires are provided with sufficient support from the very beginning of their career. The support will ensure the effectiveness of Trainee’s integration into the working environment of Dimension Bid and act as a channel for knowledge sharing and networking.

Mentoring is an important activity as people can always learn from the experience of others, and there is always room for personal improvement. Therefore, *the secondary objective* of this Task is to help develop basic mentoring skills.

Successful mentoring is a challenging task for a Mentor as this requires strong skills and knowledge on technical and operational subjects as well as good interpersonal and communication skills. The *third objective of this task* is to challenge the Mentor into stretching the limits for his own performance.

Effective mentoring is the key to Trainee’s motivation and knowledge gathering. This process will create awareness on the importance of a good and effective mentoring so that when their time comes to be a mentor, they understand the expectation.

By completing this task, the FE/FS should achieve the following:

- Become an effective mentor to a junior FET/FST which means successful completion of his Mentees training requirements. “Successful completion” is achieved when his assigned Mentees is verified to have achieved the required skills and knowledge specified in training requirements.
- Strengthen his own knowledge on technical, operational and interpersonal skills while coaching and sharing the knowledge with his Mentee.
- Participate in the preparation of his Mentee’s training program and ensure its successful delivery.

Tasks:

1. Understand the CDP (Career Development Program) for Field Engineers and Field Specialists. It is important to understand your roles and responsibilities throughout the process.
2. You will undertake the roles and responsibilities of a Mentor to either a FST or JFE. You must successfully completed the required training program for at least one (1) trainee before a credit for this Task can be obtained.
3. Review your Mentee’s training and development plan and agree on the target dates.

4. Assigned a substitute Mentor(s) who can replace you while you are not available. This substitute mentor must be approved by your Manager. Formally introduce this Co-Mentor(s) to your Mentee as required.
You will hold the ultimate responsibility to train your Mentee therefore you are required to review and verify the trainings or assessments conducted by your Co-Mentor(s)
5. Define the standards of competency for the Mentee to achieve before he obtains a credit for each task that he needs to complete. Ensure these standards are discussed with and agreed by your Mentee.
6. Assist your Line Management to perform a mid-point progress and appraisal review for your Mentee.

REQUIRED EVIDENCE:

- 1 Mentee's CDP and status
- 2 Assessment carried out for Mentees

40%

OVERALL SCORE	STRONG			ADEQUATE			IMPROVEMENT NEEDED		
	10	9	8	7	6	5	4	3	2

ASSESSOR's Comments & Recommendation:

Objective met. Task completed

Signature	<i>[Signature]</i>	Assessment Date	<i>15/08/24</i>
Name	<i>KUNG YEE HAN</i>	Position	<i>TA</i>

FSM / OM Comments & Recommendation:

Task completed

Signature	<i>[Signature]</i>	Assessment Date	<i>15/10/24</i>
Name	<i>LIUHWAN ANZAN</i>	Position	<i>FSM</i>