**Assessment Criteria of Mentors**

NVR **Action & Practice CIC**

Before the Meeting:

1. Prepares in advance of meetings and brings notes
2. Comes to meetings on time

During the Meeting:

1. Comes prepared with necessary information
2. Links to the previous meeting
3. Sets meeting purpose and outcomes
4. Communicates meeting plan
5. Reviews the goals
6. Ensures respectful Communication
7. Is an active, engaged participant
8. Listens and encourages mentee to speak and keeps her engaged
9. Keeps an open mind to alternative views
10. Paces the conversation and manages the process
11. Manages problem behaviours
12. Keeps sensitive information confidential
13. Keeps her emotions in check
14. Creates a sense of accomplishment
15. Ensures good decisions
16. Provides next steps
17. Links to the following meeting

In the Meeting with the assessor following the assessment:

1. Reflects on the meeting and her own role in it using the following questions:

* What did we do well?
* What was helpful or effective?
* What was not helpful or effective?
* What could we have done differently?

1. Reflects on the feedback from the assessor

After the Meeting:

1. Shares an account of the meeting with the other trainees
2. Is able to give a written account of her own reflections and of the assessor’s feedback

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