

Overview of work processes in the job profile of a mentor or coach at a certified work placement company outside of The Netherlands.

Work processes core task 1	Core task 1 Supervising the learning processes and the coaching of (learning) employees
1.1. Recruits and selects new (learning) employees	The mentor or coach contributes to the recruiting and selection of the new (learning) employees and observes the relevant instructions and guidelines. He conducts the selection interviews with the candidates in order to determine which candidates are suited for the job and the company. He makes an unbiased selection of candidates and appoints them.
1.2. Introduces and induces the new (learning) employees	The mentor or coach introduces new (learning) employees and instructs them in the processes and procedures within the organisation. He develops an introduction and induction programme to be used as a guideline for the induction of new (learning) employees. He explains to the new (learning) employees how to act in the case of calamities and what the house rules and the company directions are.
1.3. Discusses and determines the trajectory of coaching	The mentor or coach discusses the individual targets with the (learning) employee. He discusses the possibilities for development that match the wishes and capacities of the (learning) employee and the possibilities within the company. In consultation with the employee he determines the coaching trajectory (the manner of coaching and the planning) and attunes this with the teacher/entrepreneur.
1.4. Coaches the (learning) employees	The mentor or coach coaches the (learning) employee by means of an educational plan. He informs and instructs (learning) employees prior to and during the activities of the tasks to be done, the priorities and the targets to be met. If necessary, he delegates technical coaching tasks to the technician and gives them support. He motivates, stimulates and gives feedback to (learning) employees regarding their work and their performance and suggests solutions and points to be improved. He secures the processing of the activities and adapts the coaching accordingly, if necessary.
1.5. Assesses the (learning) employees	The mentor or coach contributes to the assessment of the (learning) employees and observes the company procedures and legal guidelines. He determines what has to be assessed and how the assessment has to be conducted. He collects relevant data on the employees for the assessment and assesses the performance and the competence development of the (learning) employee by means of the procedures and guidelines of the organisation. He records the assessment.
1.6. Develops continually	The mentor or coach watches trends and (current) developments and possibilities in the labour market and the developments in methodologies, educational theories and didactics. He reads trade journals and trade literature, attends courses, trainings and/or other educational meetings. He visits Trade Fairs and/or other trade related events. He reflects on his own capacities and possibilities and requests feed back from colleagues.
	Explanation The mentor or coach sets a good example.