

Mentoring Coaching and Beyond

Handout 3 Solutions – or not

Scenario

In a mentoring/coaching session where you are the mentor/coach, Jo says she is having increasing difficulty doing her job in the hours she is paid, there's more and more work to do and she's increasingly working evenings and weekends ...'

Response A

Mentor/coach: You have to be disciplined. Prioritise your week and your day and make sure you do the most important things.

Response B

M/C: When I found myself in a similar situation I set up a weekly diary – here, I'll show you – and followed it rigidly until the pressure came off.

Response C

M/C: Okay, let's approach this from two angles – whether your own work habits could be made more efficient, and whether there is simply too much work and you need to be negotiating around your job description.

Response D

M/C:

Do you see any pattern, any stress points over a month or a year?

Has this come on gradually, or is it a sudden sense of overwork?

What's your organization of things like email and paperwork like? Do you need to work on that?

What do you think is going on?

Has the amount of meetings increased?

Response E

M/C: What do you think is going on?

Describe a recent week?

How closely does what you are doing relate to your job description (when was this last reviewed?)

What do you see as the main issues?

What hours would you like to be working?

What parts of your job do you get greatest satisfaction from?

For D and E the nature of the questions as the discussion goes on will be determined by the answers.