Mentorship QRG

- Every Friday morning the Manager Prints out 2 copies of the Mentorship Report off the KC.
- The Manager puts 1 copy of the Mentorship Report on the Mentorship board.
- The Manager then takes the second copy and separates it by Mentor and attaches it to Command Central.
- The Manager has Friday and Saturday to complete the conversations with his Mentor's validating that they got their Mentee's through their training this week.
- The Manager and the Mentor then look at the updated reporting to ensure the training got updated in DTU. The Manager **(Manager is the only person to write on the board)** cross off the training on the board to signify that it has been completed.
- In the event a Mentor does not get the training completed you must push that training forward to the following week. When the training gets completed the following week the Manager will cross off both weeks boxes.
- The Manager and the Mentor then look at the Mentorship report to discover what training needs to be completed for the following week.
- The Manager then fills out the board, updating the following weeks training.
- Mentorship happens Monday-Thursday the following week (Friday's and Saturday's are for helping customers.
- Friday Morning you repeat the process.
- Mentorship Board is to be filled out weekly.
- It must be color coded by Mentor.