



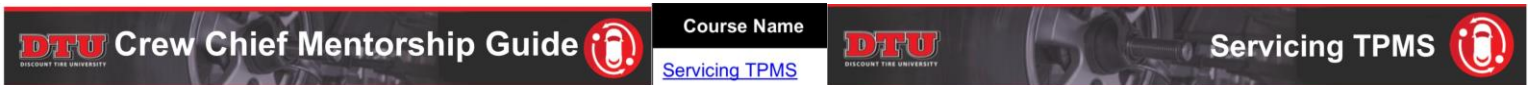
## Mentorship QRG

- Every Friday before Morning Huddle, Store Manager prints a copy of the “Mentorship Planning For Manager” Report off DTU. Manager posts report on the Development Action Plan Board



### Mentorship Planning - For Manager

- During Friday Morning Huddle at the Development Action Plan Board, Manager discusses with Mentor what is due from report and “What the Mentor will commit to getting accomplished the following week?”
- Manager updates the Development Action Plan Board based off Mentor’s commitment
- Manager then asks Mentor to print a “Mentorship Guide” and “Course Name” Outline for each course committed to by Mentor



- The expectation of the Mentor is to return completed Mentorship Guide to Manager by following Friday Morning Huddle. Manager verifies completion on updated “Mentorship planning report”, previously printed.
- Manager crosses off the training on the board to signify that it has been completed. (Manager is the only person to write on the board)
- In the event a Mentor does not get the training completed, you must push that training forward to the following week (Re-Writing Course name in following box) When the training gets completed the following week the Manager will cross off both weeks boxes.
- Program due date must be color coded Red or Green for on time or past due
- Repeat every Friday Morning

**Development Action Plan**

Mentoring helps Our People better themselves and achieve their Dreams. The goal is for the mentee to develop the knowledge, skills, and behaviors to promote their own growth, both personally and professionally.

**Service Tech Development**

Employee	Mentor	Program Due Date	Week 1	Week 2	Week 3	Week 4

**Crew Chief Development**

Employee	Mentor	Program Due Date	Week 1	Week 2	Week 3	Week 4
Suke White	Nick	1/31/21	1/31/21	1/31/21	1/31/21	1/31/21
Mike Jenson	Matt	11/20/20	11/20/20	11/20/20	11/20/20	11/20/20

**Service Coordinator Development**

Employee	Mentor	Program Due Date	Week 1	Week 2	Week 3	Week 4

**Sales Apprentice Development**

Employee	Mentor	Program Due Date	Week 1	Week 2	Week 3	Week 4

**MENTORSHIP REPORTS**

Go!

DTU DISCOUNT TIRE UNIVERSITY