

NLogic *IntrAcc* Mentoring & Coaching Program

The NLogic *IntrAcc* program is a methodical approach to professional mentoring and coaching an individual into a new or existing role. The *IntrAcc* objective is quite simple; to provide value adding assistance and improve the employee's performance/productivity in the designated role and their career path.

The following steps form part of the **IntrAcc** Mentoring-Coaching program;

1. Understand and Set the Objectives

What are the issues and objective of the Mentoring and/or Coaching?
Who are the stakeholders?
Introduction to *IntrAcc* program.

2. Understand the Employee & Work Environment.

A detailed understanding of the employee and the work environment from the manager and employee's perspective. A *Job Employee Profile* is completed.

3. Develop the Program. Employee's *IntrAcc* Program.

The program lists the areas/issues which require attention, the strategies and agreed actions and the relevant progress.

4. Regular Meetings – Review, Discuss & Encourage.

Meet weekly or other interval deemed appropriate: to review, discuss and actively encourage progress. Progress notes are recorded and a copy issued to employee and their manager.

5. Workplace Implementation – time between meetings:

The employee applies the agreed strategies/actions throughout their normal roles and responsibilities. Employee has access (via email or phone) to the NLogic mentor/coach for advice/direction or as a sounding board on relevant issues.

6. Regular Reporting back to Manager.

Weekly or Monthly – as required. The objective is to keep the manager updated on progress.

7. Final Assessment & Report.

A summary of feedback from the employee and manager and includes NLogic mentor/coach's assessment and recommendations going forward.

8. Follow up Review. Monthly, every 2 months or quarterly follow up visit to check that all is progressing well and the new learning has not fallen away.