

How to use this learning guide

- This guide contains a selection of on-demand All Access Pass resources organized around the mentor-mentee relationship. This guide includes **1** content from your Jhana website, indicated by the Jhana logo. If you aren't able to access these resources, reach out to vacare@franklincovey.com for support.







- This journey contains links to specific learning resources as well as a description of that resource where applicable. **2**

- The text below each icon contains a deep link to that specific learning item. When you click the link, the learning item will open in your browser. (You may be asked to log-in to Jhana or the All Access Pass) **3**

Mentor



Complete as a comprehensive experience (Options 1-5) or as individual, standalone experiences.

Learning Resource	 Habit 5: Seek First to Understand, Then to be Understood	 Create a Culture of Feedback	 Coach Potential	 Your Brain and Bias	 Coaching, mentoring, or training?	 7 Habits for Managers Tools
	2 Description Communication is the most important skill in life. You spend years learning how to read and write, and years learning how to speak. But what about listening? What training have you had that enables you to listen so you really, deeply understand another human being?			3 The way our brains work to process all of the information we encounter contributes to biased thinking. Understand why we have biases and what we can do about them.	1 Many people think they are coaching when they are actually training or mentoring. Read this Jhana article to clear up the confusion.	Click above to download additional tools to help with your mentor-mentee relationship. Focus on the two below: - Whole Person Questions Email - Feedback Facilitator

How to use this learning guide (cont.)

- Different icons represent various learning elements, including an estimated time to complete where applicable.
- If you need support accessing or using these resources, please contact vacare@franklincovey.com for assistance.
- You can explore more of what FranklinCovey's All Access Pass has to offer here, on the [VHA AAP Information Page](#)
- If this is your first time to log in, select forgot password on both the All Access Pass and Jhana websites and use your va.gov email address to reset.



Excelerators:

30-60-minute self-paced, eLearning modules. Includes downloadable tools and discussion questions.



Insights:

5-15-minute self-paced, eLearning modules. Includes downloadable tools and discussion questions.



Articles and Tips:







Resources from Jhana with key insights, tips, and short videos on a broad range of management challenges.



Tools:

PDF documents to practice and apply the skills associated with each track.

Complete as a comprehensive experience (Options 1-5) or as individual, stand-alone experiences.

Learning Resource						
	<u>Habit 5: Seek First to Understand, Then to be Understood</u>	<u>Create a Culture of Feedback</u>	<u>Coach Potential</u>	<u>Your Brain and Bias</u>	<u>Coaching, mentoring, or training?</u>	<u>7 Habits for Managers Tools</u>
Description	Communication is the most important skill in life. You spend years learning how to read and write, and years learning how to speak. But what about listening? What training have you had that enables you to listen so you really, deeply understand another human being?	To create a culture of feedback, leaders must model how to both give and seek feedback. A culture of feedback provides everyone the opportunity to learn and grow at work and bring their best selves in everything they do.	Recognizing and nurturing talent must be a conscious effort for any successful leader. The most effective leaders utilize coaching skills every day to improve performance, solve problems, and develop their team members' careers.	The way our brains work to process all of the information we encounter contributes to biased thinking. Understand why we have biases and what we can do about them.	Many people think they are coaching when they are actually training or mentoring. Read this Jhana article to clear up the confusion.	Click above to download additional tools to help with your mentor-mentee relationship. Focus on the two below: <ul style="list-style-type: none">- Whole Person Questions Email- Feedback Facilitator

Mentee



U.S. Department
of Veterans Affairs

starting with the Private Victory (Habits 1-3) from 7 Habits. This will give the mentee some basic emotional intelligence skills to establish a baseline moving in to this relationship. We could also provide on-demand and micro-learning reinforcement around goal setting for these individuals so they have a clear idea of what they expect from this relationship and can take ownership of the outcomes.

Complete as a comprehensive experience (Options 1-5) or as individual, stand-alone experiences.

Learning Resource	Description	Learning Resource			
		Habit 1: Be Proactive	Habit 2: Begin With the End in Mind	Habit 3: Put First Things First	Wildly Important Goals
		30	30	30	10
					
					
		SMART Goal and Action Plan	Goal Setting – See links below		
		Everything in the world around you can push you to react. But, there's a moment of great power between experiencing something and responding, a moment in which you can choose how to proactively respond.	Are you right now who you want to be, what you dreamed you'd be, doing what you always wanted to do? If your ladder is not leaning against the right wall, every step you take gets you to the wrong place faster.	To live a more balanced existence, you have to recognize not doing everything that comes along is okay. There's no need to overextend yourself and it's all right to say no in order to focus on your highest priorities.	A powerful process for achieving the most important goals in your life. Achieve big, formal goals, whether at work or in your personal life. Formulate and track important goals.
		Used this Jhana tool to help you develop a SMART goal (a goal that is specific, measurable, attainable, relevant and timebound) and an action plan for reaching it.	<ul style="list-style-type: none"> 10 Common Mistakes Selecting and Shaping Key Goals Too Busy to Think About Goals Additional Resources 		