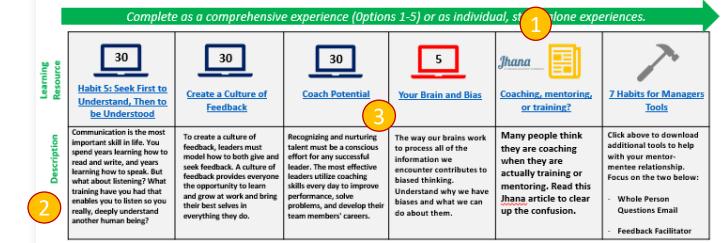
How to use this learning guide

- This guide contains a selection of on-demand All Access Pass resources organized around the mentor-mentee relationship. This guide includes 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.
- 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)

Mentor







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 <u>vacare@franklincovey.com</u> for assistance.
- You can explore more of what FranklinCovey's All Access Pass has to offer here, on the <u>VHA</u> <u>AAP Information Page</u>
- 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.

30

Excelerators:

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

5

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.





Habit 5: Seek First to
Understand, Then to
be Understood

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?

30

Create a Culture of Feedback

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.

30

Coach Potential

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.

5

Your Brain and Bias

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.



Coaching, mentoring, or training?

Many people think they are coaching when they are actually training or mentoring. Read this Jhana article to clear up the confusion.



7 Habits for Managers
Tools

Click above to download additional tools to help with your mentormentee relationship. Focus on the two below:

- Whole Person
 Questions Email
- Feedback Facilitator



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.

Ihana Jhana **Habit 1: Be Proactive** Goal Setting - See **Habit 2: Begin With Habit 3: Put First Things** Wildly Important **SMART Goal and** the End in Mind **Action Plan** links below **First** Goals **Everything in the world** Used this Jhana tool to help Are you right now who you To live a more balanced A powerful process for **10 Common Mistakes** around you can push you to want to be, what you you develop a SMART goal existence, you have to achieving the most react. But, there's a dreamed you'd be, doing (a goal that is specific, recognize not doing important goals in your **Selecting and Shaping** moment of great power what you always wanted to measurable, attainable, everything that comes life. **Key Goals** between experiencing do? If your ladder is not relevant and timebound) along is okay. There's no Achieve big, formal goals, and an action plan for something and responding, leaning against the right need to overextend whether at work or in **Too Busy to Think** a moment in which you can wall, every step you take reaching it. yourself and it's all right your personal life. **About Goals** choose how to proactively gets you to the wrong place to say no in order to Formulate and track faster. respond. focus on your highest **Additional Resources** important goals. priorities.

Learning Resource

Description