

# Music Education Hub Mentoring Programme 2017/18



## Mentee Self-Evaluation

**Confidential**

For this programme, mentoring has been defined as:

*'Mentors using their experience and knowledge to help Music Education Hub managers to improve their performance and develop their potential.'*

This self-evaluation exercise is designed to help you to consider your strengths and weaknesses, your long-term career ambitions and your development needs. It should enable you to understand how working with a mentor might be of value to you, or you may decide that mentoring is not the right answer in your case.

However, assuming you do wish to proceed with applying for a mentor, this exercise will help you to complete the final application form which is stage 2 of the process and will also help us to identify the most suitable mentor for you.

(This form will also be forwarded to your mentor, but only after you are successfully matched and will help to open up discussions and to set direction for your mentoring.)

Name	Job Title	Organisation
Contact telephone	Email address	

## 1 SELF APPRAISAL

Please carry out a personal SWOT analysis:

Your *Strengths* and *Weaknesses* in terms of your own skills, abilities and areas of knowledge (you may like to ask your friends and colleagues for their views too).

*Opportunities* – can you think of any other opportunities for new areas of experience or the chance of expanding your learning?

*Threats* – are there any external, perhaps personal, factors that might hinder your progression?

<b>Strengths</b>	<b>Weaknesses</b>
<b>Opportunities</b>	<b>Threats</b>



## 2 GOALS

What are you hoping to achieve, for your organisation and personally?

A short-term goal might be: *to gain the skills to make more effective presentations.*

A long-term goal might be: *to improve the management and motivation of my team over the next 18 months.*

Short-term	Long-term

## 3 FINDING THE EFFECTIVE SOLUTION

If you compare your analysis of your current skills, abilities and experience with what is needed to achieve the short-term and long-term goals above, you will identify gaps which need to be bridged. Your short-term goals can possibly be met relatively easily, perhaps through training.

Your long-term goals are likely to require a range of different skills, abilities and experience which will be acquired in different ways, probably in a series of steps. You need to analyse these in detail and decide on the forms of learning to help you fill in the gaps you have identified and lead to the achievement of your goals.

*Are there job-based opportunities that you can use or will you have to find something outside the workplace?*

*Will your employer support you – does your need fit with the organisation's objectives?*

*Are there any courses that will help – are they affordable?*

*Could an external mentor be of help – if so, how?*

### Solutions

**Please return to:**

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