

# UFS FORM 5: SHORT LEARNING PROGRAMME

## SECTION A: CATALOGUE

**CODE:** HEQC/H06/EMS/SPMCPS (Credit-bearing SLP)

**TITLE:** Mentorship and Coaching in the Public Sector (Public Sector)

**QUALIFICATION TITLE:** B Admin.

**NQF LEVEL:** 6

**CREDITS:** 6

**NOTIONAL LEARNING HOURS:** 60 hours

**FORMAL CONTACT TIME:** 32 hours

### LEARNING ASSUMED TO BE IN PLACE:

- A formal qualification on NQF level 5 *plus* relevant experience.
- Evidence of relevant prior learning may also be considered.
- The general regulations of the University of the Free State will also be applicable.

### LEARNING OUTCOMES:

Learners will be able to:

Participants will leave the course with the ability to:

Apply the theoretical knowledge and skills in a practical manner within a work environment.

### BRIEF DESCRIPTION OF CONTENT:

What is mentoring?; What is a mentee?; Examples in history where mentoring took place; Different types of mentors; Activities of mentors; Needs of a mentee; Application areas of mentoring; Benefits of being a mentor; Responsibilities of a mentor; The difference between mentoring and coaching; Myths about mentoring; Roles of mentors; Knowledge, values and general skills which a mentor should possess; The process skills that a mentor should apply; types of mentees, phases of mentorship and the integration with the roles as a mentor. Johari window as management tool for mentorship. Mentor/mentee relationship pitfalls; Work situations that may require mentoring; Reasons why mentee's do not progress.

### CRITICAL OUTCOMES SUPPORTED BY SHORT LEARNING PROGRAMME:

Outcome	Method	Time
Comprehend and understand the following:	• Lecture	4 hours

<ul style="list-style-type: none"> <li>• What is mentoring?</li> <li>• What is a mentee?</li> <li>• Examples in history where mentoring took place</li> <li>• Different types of mentors</li> <li>• Activities of mentors</li> <li>• Needs of a mentee</li> <li>• Application areas of mentoring</li> <li>• Benefits of being a mentor</li> <li>• Responsibilities of a mentor</li> <li>• The difference between mentoring and coaching</li> <li>• Myths about mentoring</li> </ul>	<ul style="list-style-type: none"> <li>• Video</li> <li>• Group discussions</li> </ul>	
<p>Comprehend and understand the following:</p> <ul style="list-style-type: none"> <li>• The roles of mentors</li> <li>• The knowledge which a mentor should possess</li> <li>• The values and general skills which a mentor should have The process skills that a mentor should apply</li> </ul>	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Group discussions</li> <li>• Case study</li> <li>• Practical mentoring session</li> </ul>	8 hours
<p>Comprehend and understand the following:</p> <ul style="list-style-type: none"> <li>• Types of mentees and mentors</li> <li>• Phases of mentorship</li> <li>• Johari window as tool of mentorship</li> </ul>	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Planting session</li> <li>• Games</li> <li>• Clay moulding</li> <li>• Group discussions</li> </ul>	8 hours
<p>Comprehend and understand the following:</p> <ul style="list-style-type: none"> <li>• Mentor/mentee relationship pitfalls</li> <li>• Work situations that may require mentoring</li> <li>• Reasons why mentee's do not progress</li> </ul>	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Group discussions</li> <li>• Case study</li> <li>• Practical mentoring session</li> </ul>	8 hours
<p>Apply the knowledge obtained during the previous days in a simulated mentoring situation</p>	<ul style="list-style-type: none"> <li>• Practical mentoring session and the observation of various mentoring sessions</li> </ul>	4 hours

## METHODS OF ASSESSMENT:

- Tests
- Assignments (Individual and Group)
- Simulated mentoring sessions
- Observation

## ASSESSMENT CRITERIA:

### ORGANISING FIELD: 3

(1 = Agriculture and Nature Conservation)  
(2 = Culture and Arts)  
(3 = Business, Commerce and Management Studies)  
(4 = Communication Studies and Language)  
(5 = Education, Training and Development)  
(6 = Manufacturing, Engineering and Technology)

(7 = Human and Social Studies)  
(8 = Law, Military Science and Security)  
(9 = Health Sciences and Social Services)  
(10 = Physical, Mathematical, Computer and Life Sciences)  
(11 = Services)  
(12 = Physical Planning and Construction)

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**DEPARTMENTAL OR PROGRAMME “HOME”:**

Public Management

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