



Assessor Practitioner's Manual

APPENDIX L

Guide for Coaches, Mentors and New Assessors

APPENDIX L – GUIDE FOR COACHES, MENTORS AND NEW ASSESSORS

JKR would like to thank all Mentors for participating in this important program to ensure that the Registered Project Manager (RPM) Certification is reputable. We have tried to make it as simple as possible in order to ensure that the requirements are clearly understood on both sides.

Competency Assessment and Certification is a critical component of the JKR journey to be excellence in project management. This certification process provides not only the opportunity to establish a professional qualification against recognised international benchmarks, but to also assist project managers to recognise the possible gaps between their knowledge and experience.

Establishing what is required for comprehensive project management and to set in place action designed to enhance individual project management abilities becomes part of the journey. That journey is facilitated by the Assessor nominated to assist the Candidate for certification.

JKR wishes you well in achieving those objectives.

Best wishes

PROKOM JKR

1. What does PROKOM JKR want to achieve by this program?

- Uniform Certification
- Continuity of Certified Project Manager (CPM) Assessment
- Support for new assessors

2. Who will be mentored and what can they expect?

Mentors are new CPM Assessors who were Certified and assigned as an Assessor in 2008. Mentees should expect:

- to write down what their goals are for being mentored by an PROKOM JKR assessor and discuss these with the Certification and Assessment Manager at their first meeting;
- support from PROKOM JKR;
- support from their mentor (to an agreed level between mentor and mentored);
- to observe and participate in a minimum of 5 assessments with their mentor, as required and at their mentor's discretion;
- to be observed for at least one-two assessments;
- to send a copy outlining their assessment practice to PROKOM JKR;
- to receive feedback on the first 2 reports sent to PROKOM JKR;
- to meet with their mentor on a regular basis as agreed to by themselves and their mentor (recommended at least once per month for one hour if possible);
- to agree with their mentor on a timeframe to complete the mentor process;
- agree with their mentor on the number of meetings and time frame per month;
- to receive answers to queries regarding CPM Assessments from PROKOM JKR and their mentor as necessary;
- to receive assistance where necessary on all aspects of CPM assessments;
- to read the Assessor Practitioner Manual Guide. (the latest version);
- to sign the Working with PROKOM JKR Assessor Agreement before commencing assessments;
- to participate in Assessor Network meetings on a regular basis (at least 2 per year);
- to receive CPD points for attendance at network meetings;
- that the mentoring process should be completed within a reasonable timeframe (preferably 6 weeks -6 months and no longer than 12 months);
- expect to meet the mentor at an agreed location at their own expense;
- to feedback to the Certification and Assessment Manager after every 2-3rd meeting with an email outlining what they have done and how they are going.

3. Who will be mentors and what can they expect?

Mentors will:

- be experienced PROKOM JKR Assessors;
- have completed a minimum of 15 CPM assessments;
- have a minimum of 3 years with PROKOM JKR;
- have a good understanding of CPM Assessments at all levels;
- understand all levels of PROKOM JKR Membership levels and CPM levels;
- be willing and able to assist the mentored to observe and participate in a minimum of 5 assessments, as required and at their mentor's discretion;
- not have to meet more than once per month with their mentored for more than one hour;
- be expected to answer as many questions as possible (within reason) from their mentored, or where not possible, refer their mentored to PROKOM JKR;
- be expected to assist their mentored through email where necessary (within reason)
- agree with their mentored on a timeframe to complete the mentor process;
- agree with their mentored on the number of meetings and time frame per month;
- to receive a nominated amount of CPD points (as per CPD committee recommendations) for mentoring;
- understand that the mentoring process should be completed within a reasonable timeframe (preferably 6 weeks -6 months and no longer than 12 months);
- to assist the mentored by agreeing to meet at a location convenient to both parties (or as necessary for the assessment, at their own expense).

Other important characteristics are:

- Listening with empathy.
- Sharing experience and learning.
- Being a sounding board.
- Providing professional friendship.
- Developing insight through reflection.
- Being interested in the development of others.

4. Who will support the program?

The program will be supported by the Certification and Assessment Manager, the CPM Coordinator and the Director PROKOM JKR.

5. Who will develop the program?

The program will be developed by the Assessor Panel and the Certification and Assessment Manager.

6. What individual goals are appropriate for mentored?

These may be obvious but write them down and bring them to the Certification and Assessment Manager at your first meeting.

7. How will you support participants?

A Mentoring meeting will be organising in each state around Network meetings on a regular basis in order that mentored and mentors can share ideas and support. This is not compulsory for either party, but more of a support as necessary.

8. Clues on Maximising Your Time in Mentoring Meetings

- Mentees would ensure that they have prewritten questions for the mentor to assist them with. These should be sent to the mentor at least a week in advance.
- Arrange to meet at a convenient location to both parties. Sometimes the mentor may be expected to travel further at times; however it is expected that the mentor also be conducive to meet conveniently when possible.
- Mentees should remember that the mentor is giving up their time at their own expense and not ask them to do what they are not willing to, nor expected to.
- Both parties should organise a regular meeting time, diarise this and confirm at least the day before by phone.
- Where possible, difficult questions should be emailed to the mentor for time to think about before giving an answer. It is also asked that questions are "carbon copied (cc)" to PROKOM in order that PROKOM can assist where possible and alleviate the mentor from time consuming difficulties.

9. Feedback and Evaluation

Mentors and Mentees are asked to give feedback to the Certification and Assessment Manager in order to improve the process. An evaluation form will be mailed to both parties at the conclusion of the programme.

Thank you for your assistance and patience whilst PROKOM JKR is building what will be a great reputation regarding RPM Assessments.

