

## Mentoring by Giving a Challenging Assignment

Name of Staff Person ready for a new challenge:

What assignment will you give him/her?

Why is this a challenging assignment for this employee? What is the growth/development opportunity with this assignment? How do you know s/he is ready for this assignment?

What will you do to mentor the employee through the new assignment?

Are there any barriers to, or significant risks in, giving the assignment and ensuring the employee will be successful? If yes, how will you overcome those barriers and/or mitigate any of the risks?

Comments from your teammate:

By what date will you give this assignment?

