

- Develop levers to enable the cascading of mentoring at all levels of the department.
  - Provide tools to the department to establish and sustain mentoring programmes (institutionalisation).
  - Create processes that allow mentoring to become an integrated part of departmental management.
  - Ensure alignment with the organisational culture.
- Foster learning & accountability in the department.
  - Create and provide different forms/modalities of how mentoring can take place (podcasts, webinars).

Embed mentoring into the current departmental systems (e.g performance management, onboarding, leadership development programmes)

- **Mentors/Coaches must be accredited with one of following bodies**

- **The coaching education and training association of South Africa (CETSA)**
- **Coaches & Mentors of SA (COMENSA)**
- **International Coaching Federation (ICF)**

#### **Feedback and Reporting**

- Track shifts using M&E methodologies and reflect them in a report.
- Conduct evaluation assessments to monitor shifts and identify opportunities over time.
- Report per intervention, including recommendations aligned to the WCDHW Leadership and Transformation journey.
- Report on full-scale interventions.
- Provide overall reports per area, including an executive summary.
- Highlight thematic themes of mentoring taking place in the department.
- Partner, liaise, provide feedback, report, and offer support as required.
- The service provider is to provide narrative reports upon completion of training or interventions.
- The service provider is to provide evaluation summary reports, including narrative (pre- and post-evaluation).
- Reports are to be shared with Employee Health & Wellness, Diversity and Disability Unit at the following address:  
[Diversity.Health@westerncape.gov.za](mailto:Diversity.Health@westerncape.gov.za)
- Reporting must include an attendance register with disaggregated information (an attendance register template will be provided as an annexure).
- Provide handouts and materials as required.