Mentor Training

How to be a successful mentor/mentee

Global Technical Design

Apparel Resource Tools

Updated 11-07-18

KOHL'S

Overview

❏ Effective Mentors and Mentees

❏ Personal Development

❏ The Path To Success

❏ Daily Best Practices

Effective Mentor

- ❏ Active listener
    - ❏ Takes a personal interest in the mentoring relationship
    - ❏ Values the opinions and initiatives of others
- ❏ Transparent Communicator
    - ❏ Willingness to share skills, knowledge, and expertise
    - ❏ Provides guidance, constructive and honest feedback
    - ❏ Resourceful: Find an expert who has the right answer
- ❏ Goal Setter
    - ❏ Values ongoing learning and growth
    - ❏ Motivates others
- ❏ EI: Emotionally Intelligent
    - ❏ Demonstrates a positive attitude and acts as a positive role model.
    - ❏ Show passion for your work
- ❏ Demonstrates Personal Integrity
    - ❏ Respected by peers and colleagues

Effective Mentee

❏ Avid learner
   ❏ Show curiosity in the new learning
❏ Active listener
   ❏ Ask clarifying questions
❏ Engaged problem solver
   ❏ Learn from mistakes and apply learning
❏ Respectful communicator
   ❏ Ask what/why/how
❏ Focused on Development Self and Others
   ❏ Learn from teaching others

Personal Development

❏ Define your goals

❏ Prioritize

❏ Set a Deadline

❏ Recognize Your Strengths and Opportunities

❏ Develop New Skills

❏ Get Support and Take Action

❏ Measure Progress

- ❏ Process:
  - ❏ Train to Kohl's processes- What, When, How
- ❏ Product:
  - ❏ Execute according to expectations
    - ❏ Form to model
    - ❏ OnePLM Fit Library
    - ❏ Fit Policy and Minimum construction
    - ❏ Brand ID and signature details
- ❏ Communication:
  - ❏ Teach clear communication and to ask probing questions
    - ❏ Fit comments: See and call out any improvement needed
    - ❏ Be Clear and concise
    - ❏ Explain the problem, Propose the solution, Provide supporting information

Daily Best Practices: Mentor

- ❏ Start with the fundamentals: fit process, garment balance, construction, model to form movement and comfort.
- ❏ Show how to do it, but when they are stuck DON'T do their work for them.
- ❏ Encourage them to try, give them time to double-check their work.
- ❏ Provide them with time to analyze problem and come up with multiple solutions.
- ❏ Check over their work, provide feedback, but allow them to learn from their mistakes.
- ❏ Use past scenarios/styles as a learning tool to speed up the learning curve.
- ❏ Explain to them how one change can affect the rest of the garment.
- ❏ Understand, there is no need to be a pattern expert but have a basic knowledge of pattern making.
- ❏ Keep cost/production engineering in mind throughout development.
- ❏ Teach to see the product through Kohl's TD's eyes by using examples and existing training tools
- ❏ Educate them about Kohl's customer