



Overview YEP Programmes tasks: Mentor – Supervisor - Coach

MENTOR Bears main responsibility for Young Expert	SUPERVISOR Head Supervisor abroad	COACH Confidant for work and personal matters
Forms the link between supervisor, Young Expert and YEP Programme Bureau	Supervises the Young Expert in drafting his or her work plan/work assignment	Holds regular mirror/coaching interviews with Young Expert
Available to assist in YEP programme bureau led activities for at least 2 days. Kick-Off new YEP round - ½ day; Mentor day - 1 day; General presentation work Young Experts after 1 year – ½ day.	Gives supervision and (operational) coaching to Young Expert based on the work plan	Advises the Young Expert on the Personal Development Plan (PDP) based on the outcomes of the assessment and MBTI score
Support the Young Expert from the Netherlands and forms the direct link for Young Experts with the Dutch parent organisation	Is responsible for training on the job, including feedback	Offers guidelines for personal retrospection and personal development
Acts as discussion partner for the Young Expert when it comes to the content of work and work experience, competencies, and subsequent career	Gives views and advice to Young Expert on Personal Development Plan (PDP)	Inspires Young Expert to self-management
Gives views and advice to Young Expert on Personal Development Plan (PDP)	Has direct contact with mentor in the Netherlands	Alerts YEP Programme Bureau to (threatened) emergencies
Has direct contact with Young Expert’s supervisor	Conducts performance interview with Young Expert and arranges reporting on this	
Advises supervisor and Young Expert on performance interview and on sending performance report to YEP Programme Bureau	Advises Young Expert on achieving work-related targets and results	
Sorts out Young Expert’s administration (contract and finance) for the YEP Programme Bureau	Stimulates Young Expert’s network development	
Stimulates Young Expert’s network development	Alerts mentor to (threatened) emergencies	
Arranges for Young Expert introductory programme by parent organisation before going abroad		
Alerts YEP Programme Bureau to threats/emergencies in country of placement		