

The Outline

Preparation

To allow the Mentee to discover how to appraise using a SWOT analysis approach. SWOT stands for analysing Strengths, Weaknesses, Opportunities and Threats. Each of these approaches is explained in more detail in section 2 - The Teaching. Agree on a situation or presentation that you will both appraise using the SWOT approach to appraising.

Use the Flow Template to ask the specific questions necessary for an effective flow session. Do not skip any questions on the Flow Template diagram.

Use this template to help you come up with experience ideas.

Experience It

Set a goal for the appraisal experience.

Here are some suggestions for the experience you can take your mentee on. Remember the key is do it *with* them.

Mentoring Directors:	Appraisal of conference, recruitment talk, job task etc.
Mentoring Team Leaders:	Appraisal on Lesson writing, scheduling, communicating vision etc.
Mentoring Team Members:	Appraisal on ministry, a Haverim, team member project etc.
Mentoring Students:	Appraisal on sharing testimony, leading a club, a mission etc.

Question It

Progress through Question it continuing to use the specific questions and activities listed in the Flow Template pack.

Understand It

Use the teaching provided to unpack the principles associated with SWOT analysis appraisals.

Multiply It

Progress through 'Multiply It' continuing to use the specific questions and activities listed in the Flow Template pack.

The Teaching

Teaching Notes

Use these notes in the 'Understand It' section, to re-teach the mentee what they have learned through the experience, and fill in gaps in their understanding.

Main Principle: As leaders we are called to appraise. “You don’t get what you expect, you get what you inspect.”

- With your disciple read Luke 10:17-20
- Make the point that Jesus appraised his disciples after they were 'sent out' and returned.

Tip 1. SWOT analysis is a tool that equips people to appraise together, or alone.

- Explain to your disciple that where possible it is always better to have an appraisal also include the thoughts of the people you are appraising.
- A simple tool for appraising is SWOT. This allows for appraising alone or with others.
- Explain that SWOT stands for an analysis of Strengths, Weaknesses, Opportunities and Threats.

Tip 2. Focus on Strengths to provide encouragement.

- Explain that when appraising write down a list of the things you saw that are working well, including good use of gifts, skills, situations etc.
- Explain that these strengths should be shared later, after you have first shared the opportunity in tip 4.

Tip 3. Focus on Weaknesses they are in control of improving.

- Explain that when appraising write down a list some of the weaknesses that can be worked on.
- Explain that you should only mention weaknesses they are in control of changing.
- Explain that these weaknesses should be shared later, after you have first shared the opportunity in tip 4.

Tip 4. Focus on Opportunities to release them into their potential.

- Explain to your disciple they should remind the people they are appraising of their potential.
- Explain that it is best to create a theme based on the strengths and the weaknesses that have been observed.
- Explain that an example of a theme might be the word “Quality.” The appraiser might then point out, for example, that if they improve the “quality” of A,B,and C then they will be able to make the most of their opportunity to reach 500 students etc.
- Explain that an appraiser should try to summarise the theme in a short phrase or a single word.
- When an appraiser has presented the theme to the people they are appraising, they should try and get the people to ask how they can reach that opportunity.
- Explain that it is always better to have people you are appraising ask about their weaknesses before sharing weaknesses with them.

Tip 5. Focus on Threats to warn of danger.

- A good appraiser will also warn of the danger if the opportunity is not pursued.
- A good appraiser will also remind people of the vision.