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Workplace mentor review - performance objectives sign-off

Performance Objective 7- Manage on-going activities in your area of responsibility

Describe how you have managed the ongoing (business as usual) activities in your role

I always try to motivate my juniors in our audit team and always encourage the queries relating to the work, I always try to encourage the team work. Whenever I feel juniors are facing any problem I make them clear about problem.

Explain where you have recommended your own approach to managing ongoing activities to others and why

I recommend my other colleagues if any one ask me to suggest, I always tell them to plan and then brief the audit procedures and techniques relating to the task assigned to the particular team member this would improve the quality of service and motivate the team members to work efficiently.

How does your approach to managing your activities contribute to organisation performance?

My approach is always trying to motivate my team members so that they work hard and perform the quality work, and this would show my performance as well as organization performance and the reputation.

Workplace mentor

Name:

Job title:

Professional qualifications:

Email address:

Phone number:

I confirm that this performance objective has been reviewed and signed off as achieved by the trainee above.

Signature

Date:

Countersigning training supervisor

Name:

Job title:

Professional qualifications:

Email address:

Phone number:

I confirm that this performance objective has been reviewed and signed off as achieved by the trainee above.

Signature

Date: