

Mentoring.

الإرشاد: عندما يساعدك شخص ذو خبرة على التعلم والنمو في وظيفتك

Mentoring is when an experienced person helps you learn and grow in your job. This can include coaching, guidance, and support. A **mentor** can be your manager or someone else. Mentoring is based on trust and helps you improve your skills and reach your potential.

To **benefit** from mentoring, meet regularly, plan, share ideas, & apply what you learn.

Peer Relationships.

العلاقات بين الأقران: العلاقات المتبادلة التي يقدم فيها الطرفان الدعم والمعرفة ويتلقيانها

Mutual relationships where both parties give and receive support and knowledge, helping development especially when mentoring is not available.

Example: Information sharing between staff

Purposes of assignments.

الغرض من التكليف

Assessment and learning; they help understand and evaluate ideas, learn from feedback, and expand knowledge. **Example:** TMA in AOU.

Understanding assignment questions.

المقصود من فهم أسئلة الواجب

Understanding the question clearly and answering directly, avoiding irrelevant or weak answers.

How to tackle assignments and reports.

كيفية التعامل مع المهام والتقارير

First, Gather ideas (brainstorm/mind map), **second**, relax to think, **Third**, focus on key ideas and remove irrelevant ones.

- **First draft:** Organize ideas, set headings, and use action words (e.g., explain, describe), then convert into report format.
- **Writing process:** Start early, clarify task, brainstorm, read, consolidate, think, select, order, draft.

Management reports. تقارير الإدارة

Purpose: to provide information and recommendations for action. **Example:** Drop sales report.

Structure:

Chronological: order to show how things happened, **Problem:** analysis and recommendations,

Proposal: (strengths & weaknesses).

Features: Cover page, executive summary, introduction, numbering & references.

Plagiarism and how to avoid it. الانتحال وكيفية تجنبه

Using others' work without credit; avoid it by acknowledging sources, writing in your own words, using quotation marks for exact words, and referring to models properly.

Citing and referencing. الاستشهاد والمراجع

In-text citation and references