

## Module 2 Glossary

**Advisor:** a person with deep knowledge in a specific subject that provides expertise to another person, usually in a subordinate or training position

**Context:** the circumstances that form the setting for an event, statement, or idea, and in terms of which it can be fully understood and assessed

**Eisenhower Matrix:** A time management method used by the 34th US president and popularized by the author Stephen Covey. The matrix can be used to classify tasks using two dimensions: urgency and importance.

**Explicit expectations:** plans of action or anticipated outcomes that are shared and understood by all the stakeholders of a group.

**Implicit expectations:** plans of action or anticipated outcomes that are understood only by one of the members of a group and is not usually shared with others.

**Interests:** core values that must be served by any decision by a group when expectations are jointly set.

**Interested-based approach:** an active and collaborative method for jointly setting expectations focusing on interests rather than competing positions.

**Issue:** when jointly setting expectations the issue is the question that demands an answer from the group.

**Leader:** someone in a position of responsibility who rallies the members of a group to achieve a common goal.

**Manager/Supervisor:** a person that directly oversees and assigns work or tasks to another person, usually in a subordinate role within an organization

**Mentor:** a person within a collaborative learning relationship that proceeds through purposeful stages over time with the primary goal of helping their mentees acquire the essential competencies needed for success in a chosen career.

**Onboarding:** a human resources term referring to the process of introducing a newly hired employee into an organization