

TOOLS FOR MENTORING PROCESS



Education and Culture DG

Lifelong Learning Programme

Project No. 503575-LLP-1-2009-1-LT-GRUNDTVIG-GMP
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INNOVATIVE METHODS AND PRACTICES TO FACILITATE SOCIAL INCLUSION

Tools for group mentoring

- Mentoring contract
- SWOT analysis
- Goals of the mentees and of the group
- Diary of the meetings
- Monitoring questionnaires



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Mentoring contract

- Duration of mentoring process (start/close)
- The mentees commit and take the responsibility for setting and reaching the targets, the mentees support each other
- Suggestion is that the groups meet once a month, 2-3 hours per time. Time and place will be appointed together in advance
- When/how to contact between the meetings
- The mentees and the mentor are open in discussions



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Mentoring contract

- The discussions are strictly confidential, all participants commit to keep them secret even after the process
- The mentor works without financial compensation
- The advices given by the mentor or the other mentees are only guidelines, the mentees are responsible for their own decisions
- The mentees and the mentor follow the realization of their goals. In the last group meeting the mentees write down what has been reached and how to continue

Second meeting of mentoring group

- The SWOT analysis is made;
- The goals of the mentees are set.



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SWOT analysis

- **Strengths:** what are the strengths of the mentee
- **Weaknesses (or Limitations):** what are the weaknesses of the mentee
- **Opportunities:** what could help the mentee
- **Threats:** what could prevent the mentee from reaching the goals



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Goals of the mentees

- Individual goals.
- Common group goal.



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Individual goals

- Mentees with the help of the mentor set their individual goals which they want to reach during group mentoring process.
- For every goal the objectives are set – how the goals should be sought and activities planned – steps, needed to implement the objectives set.



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Group goal

- According to the individual goals of the mentees the common group goal is set. It will be sought for during the mentoring process.
- The objectives are set for the goal and the activities planned.



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Agenda for group meetings (suggestion)

- How is everyone?
- Current issues
- Dealing with the target
- Agreeing upon the topic (the point of view) for the next meeting
- Homework for the mentees for the next meeting?



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Agenda for group meetings

- „Warm up“ (10 min.)
- ✓ How is everyone?
- Choosing the method of the meeting organisation.
- ✓ The mentees in a discussion chooses the method – will the issues and problems of all mentees will be discussed or the situation of one mentee.



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Agenda for group meetings

- „Homework“
- ✓ Mentee(-s) present the results of the tasks/activities planned during the last meeting:
 - what was done?
 - What have not succeeded and why?
- ✓ Next activities and tasks are planned.



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Agenda for group meetings

- Current issues/sharing the experience
- ✓ The mentee(-s) presents her problem(-s), and some more concrete details about current situation;
- ✓ The mentees ask the questions in order to clear up current situation;
- ✓ During the discussion the mentees discuss the problematic situation with the mentor;

Agenda for group meetings

- ✓ The mentees give their suggestions;
- ✓ The mentors shares her experience and knowledge related with the situation, also she could advise and suggest;
- ✓ The mentee(-s) chooses the most suitable solution to her.



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Agenda for group meetings

- Planning of the activities
- ✓ The mentee(-s) make her plan of activities needed to implement the solution she has chosen;
- ✓ The mentor could suggest how the mentee(-s) should follow the plan made.



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Agenda for group meetings

- Conclusions.
- ✓ The benefit of the meeting for every mentee and mentor is discussed;
- ✓ The date and topic of the next meeting is planned;
- ✓ The tasks and works to be done till next meeting are discussed;
- ✓ The meeting diary is filled in;
- ✓ The need of the additional single meeting for the mentees is discussed and their dates are planned.

Filling in the mentoring diary

- During the second meeting the mentoring group starts to fill in the group mentoring meeting diary.
- At the beginning of the meeting the group decides who and how will be filling in the diary.
- One of the mentee fills in the diary by the rotation.
- At the end of each meeting the mentor writes some comments at the end of the diary.



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Monitoring questionnaires

- Final monitoring questionnaire for the mentees;
- Final monitoring questionnaire for mentors.



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