

GROUP MEETINGS AND COMMUNICATION RULES



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

Main areas the Mentor should be active/supportive

- Discussion partner, good listener, good adviser, excellent interactional skills, plenty of time, good role model, reliable
- Constructor of bridges: networks, open doors
- Inspirer: encourage, support self-esteem, belief in own knowledge

The relationship between the mentee and the mentor

- Based on the situation of the mentee
- Sharing
- Mutual respect
- Confidentiality
- Voluntary participation
- Independence
- Personal and professional support

Group mentoring meetings

- Get to know each other, backgrounds, name to the group, the wishes concerning the mentor
- Get to know each other and the mentor continues, the targets of the mentees, dates for next meetings
- From the targets of the mentees to a common target for the whole group, a plan how to achieve the target
- The group meetings continue, dealing with the targets
- The conclusion of mentoring, were the targets achieved? Future plans? Etc.



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Agenda for group meetings

(suggestion)

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



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INNOVATIVE METHODS AND PRACTICES TO FACILITATE SOCIAL INCLUSION

Phases of a meeting

- Warming up
- Presentation of the topic / information
- Questions / change of experiences
- Clearing up
- Planning
- Conclusion



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Warming up phase

- Small talk / "how are you"
- To confirm / to agree the topic to be discussed



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Presentation of the topic phase

- The mentees present the topic to be handled
- The mentor asks for more information if needed and confirms to have understood right



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Questions and change of experiences phase

- The mentees ask the questions they want to get answers to and tells more concrete details and examples concerning the topic
- The mentor tells her/his experiences concerning the topic

Clearing up phase

- Different alternatives for solutions are searched
- The mentor can give advise and make suggestions
- Discussions about consequences of different alternatives
- The mentees choose the most suitable alternative for them



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Planning phase

- The mentees make a plan phase by phase according to which to proceed
- The mentor gives advise on the basis of her/his experience to carry out the plan
- Filling the diary



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Conclusion phase

- The mentees and the mentor give feedback to each other about the progress of the meeting
- To fix / to confirm the dates of the next meetings



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INNOVATIVE METHODS AND PRACTICES TO FACILITATE SOCIAL INCLUSION

Rules of communication



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Rules of communication

- It is very important to set the rules of communication within the group during the first meeting with the group.
- Suggest some points for the mentees for the rules and together make the list of rules which will be used during the whole mentoring process.



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INNOVATIVE METHODS AND PRACTICES TO FACILITATE SOCIAL INCLUSION

Examples of rules of communication within group social mentoring

- * ***Learn to listen to others!***

The more you listen, the more you learn!

- * ***Be quiet when somebody speaks!***

Word is silver, silence is gold!

- * ***Avoid rude words or gestures/actions!***

Deep rivers flow silently, clever people speak calmly!



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Examples of rules of communication within group social mentoring

*** *If you cannot say anything pleasant, please remain silent!***

A word heals, though it also hurts!

*** *Do not laugh what other person says!***

Because of abundant laughter you will be able to recognize a fool!

*** *Think before you say something!***

Once you say a word, you won't return it back!

*** *More smiling is always welcome!***

A smile doesn't cost you anything!

Examples of rules of communication within group social mentoring

- Confidentiality
- Openness, saying the truth
- STOP right
- Activity
- Responsibility
- Positiveness



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Examples of rules of communication within group social mentoring

- Respect:
 - At one time speaks only one person;
 - Listen to what other says;
 - Respect mentor's time (do not call to mentor after 8 p.m.)
- Equal opportunities:
 - Individuality should not be discriminated;
 - Everyone has a right to be different and tolerated by others.



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INNOVATIVE METHODS AND PRACTICES TO FACILITATE SOCIAL INCLUSION

Examples of rules of communication within group social mentoring

- Confidentiality:
 - Personal information which is said in the group, stays within the group;
 - The meaning of it needs to be described with each person in the group.



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