



MENTORING SCHEME

a guide for mentors



NOW

New Opportunities
for Women

NOW mentoring cycle aims

- ▶ to offer supportive and encouraging mentoring to meet the individual needs and goals of each woman/mentee
- ▶ to provide reassurance, confidential and impartial advice and guidance to enable the mentee to enhance performance, achieve her goals and resolve any difficulties or barriers she is facing





This scheme represents the phases of the NOW mentoring life-cycle

1

What type of mentoring is appropriate?



...**S**elect the type of mentoring that best suits the objectives of the specific target-group...



Types of mentoring for NOW mentees

Personal Development

The NOW cycle enables individuals to develop themselves. The mentoring will provide reassurance, confidential and impartial advice and guidance to enable the mentee to enhance performance and boost confidence.

Career/Professional Development

The NOW cycle has been designed to allow women and migrant women a way to reflect on their leadership potential and focus on goals aligned to their career next steps whether they are already a leader or hoping to become a leader.

Integration

The mentoring cycle will help mentees to resolve difficulties or barriers, that they are facing, as they integrate into their new home country.

Mentoring Formats

Face-to-Face

One-to-one mentoring that takes place face to face at an agreed location which is safe, comfortable and convenient.

Mentors may use a range of resources to enhance and facilitate mentoring according to the needs of their mentee.

Virtual

Some meetings will take place by phone or video calls using a range of digital platforms.

There may be tasks between sessions that mentees will send electronically to their mentors.

2

Gathering appropriate resources



Check these resources

TRAIN THE MENTOR GUIDE, MOOC, COP

Provides support for
trainers of future
mentors.



NOW MENTORING MANUAL

The manual is there to
support NOW mentors as
they work with their
mentees through the
mentoring cycle



NOW MENTORING CYCLE

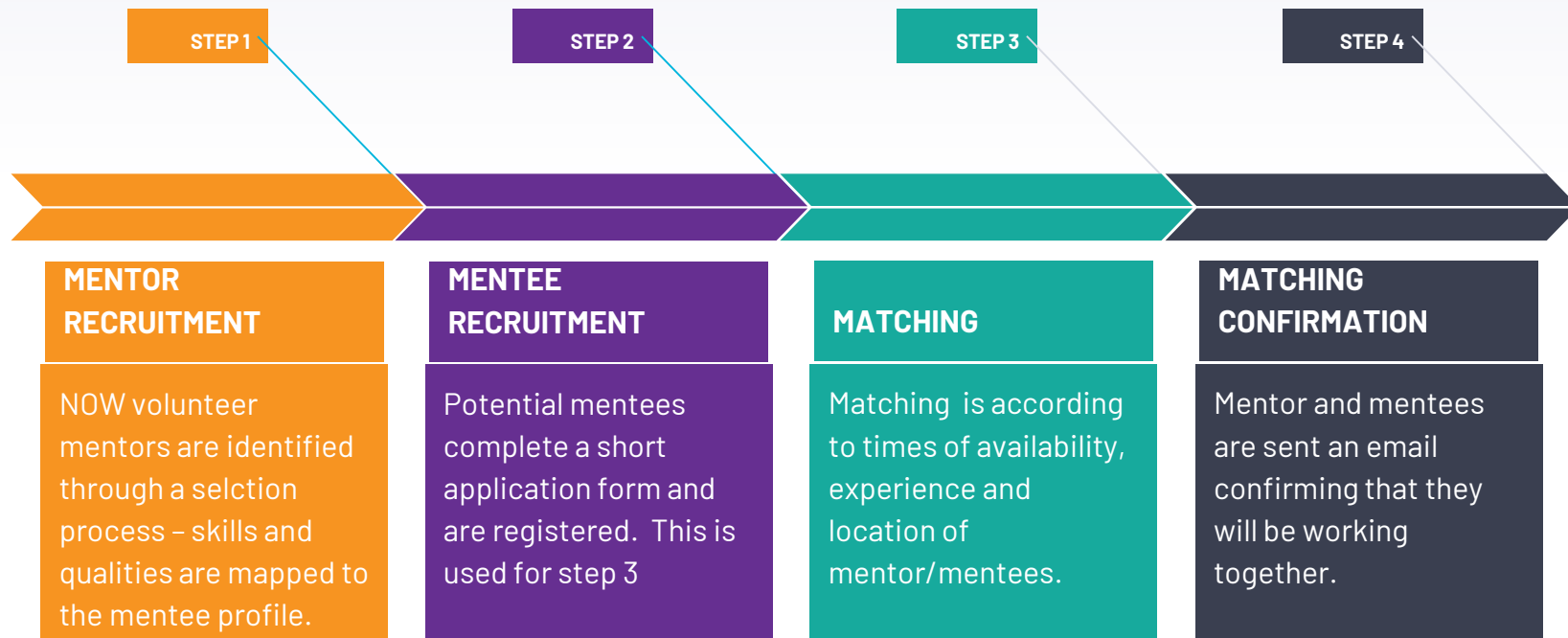
The mentoring cycle is a four-stage
programme to support migrant women to
advance in their personal and professional
lives.

3

Matching mentors with mentees



Step-by-step guide



4

Dealing with the practicalities of the mentoring cycle



Aspects to consider

CONTACTING

Establish at the outset how you will communicate e.g. phone, email and establish dates and times (see *Mentoring Agreement*)

MEETING

Ensure meetings take place in a safe, comfortable, quiet place.

PAPERWORK

Complete session logs and share with mentee prior to next session.

EXPENSES

This is a voluntary role. Speak to your programme lead if this is of concern.

RESOURCES

Mentoring manual, MOOC and CoP.

EVALUATION

It is good practice to collect feedback from your mentee at the end of the cycle.

5

Monitoring and evaluating the mentoring cycle





MONITOR

- Session logs and action plans should be used to monitor progress throughout the cycle.

EVALUATE

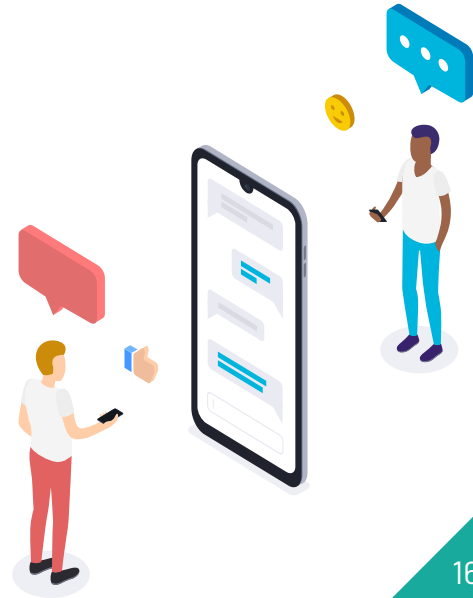
- Mentees should evaluate their experience at the end of the cycle
- Mentors should evaluate and provide recommendations at the end of a cycle to support ongoing development of themselves and the NOW programme.



Brief note: sustaining high quality requires monitoring and evaluating

Extra resources

- ▶ **The Prince's Trust** is a UK based charity providing support for young people. The link below takes you to a range of free worksheet resources which might help in mentoring.
- ▶ <https://www.princes-trust.org.uk/support-our-work/volunteer/volunteer-tools-tips/mentoring-worksheets>
- ▶ **The Chartered Institute for Professional Development UK** has developed a very detailed overview of mentoring – principles, techniques and useful guidance.
- ▶ https://www.cipd.co.uk/Images/west-yorkshire-mentoring-pack_2011_tcm18-9423.pdf
- ▶ **One Million Mentor's** mission is to transform the process of mentoring for all in the UK.
- ▶ <https://www.onemillionmentors.org.uk/resources/>





- ▶ *A mentor is someone who allows you to see the hope inside yourself."*
- ▶ Oprah Winfrey

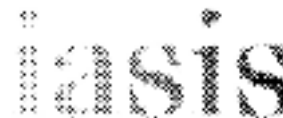




*Innovating Minds
Creating Change
Transforming Futures*



Le Portage Salarial



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