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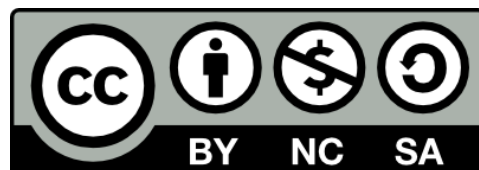


**DIGITAL LEARNING**  
IN THE FAMILY

# LEARNING PACKAGE FOR MENTORS (IO2)

## Mentoring Toolkit

ERASMUS+ Project No.: 2021-1-DE02-KA220-ADU-000026930





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### III. MENTORING TOOLKIT

#### 1. Kick-off process for mentors

##### **BEFORE the first meeting**

- Be prepared to always communicate with your mentee in SIMPLE language.
- The mentee is required to send you a CV – if available – for your information. If you receive this CV in advance, look at it and prepare some questions about it.
- Develop some thoughts about why you would like to mentor people.
- What skills can you bring to mentoring? What experiences have you already had?
- Have the form with the rules (agreements) ready for the first meeting.

##### **AT the first meeting**

###### 1) Introduction

- Tell about your personal and professional background, including some information about why you made important life and professional decisions. Always use simple language that corresponds to the language level of your mentee.
- Try to share something about a difficult time in your career so your mentee can easily share similar information and build trust with you.
- Explain why you are interested in mentoring. Ask your mentee what they expect from a mentor.
- Ask a few questions about your mentee's current experiences, for example: "Why did you choose this profession?" "What are your (short-term) goals?" "What skills would you like to improve the most for your personal and professional growth?"

###### 2) Definition and discussion of the goals of the mentoring

- For the mentoring to be successful, it is important to define clear goals for the mentoring. Before the meeting, the mentee prepared with initial thoughts and ideas. Your role as a mentor includes, among other things, discussing the mentee's thoughts and clarifying where you see areas for development and where you can help.
- Help the mentee by discussing the mentoring schedule and written agreement together.
- The following points and questions, which the mentee has dealt with in advance, can help you:

Existential analysis (questions from the mentee's point of view):

- Who am I?
- Who do I want to be?
- What is my ideal?
- Goals (questions from the mentee's point of view)
- What specific goals do I want to achieve?
- What do I want NOW?
- What do I need to achieve my goals?



- What did I do in my home country to achieve these goals?

Social environment (questions from the mentee perspective):

- What does my husband say about my goals?

- What does the family say (brother, parents etc.)?

### 3) Set ground rules for collaboration

Fill out the form with the rules (agreements) together with your mentee. Sub-goals and individual steps can also be defined.

- What are your tasks in mentoring, what tasks does your mentee have? What do you expect from your mentee? What are your common goals? How would you like to achieve the goals? Define your roles in mentoring: what do you commit yourself to in your role as mentor, what does the mentee commit to?

- When and how often would you like to speak to your mentee or your mentee with you? (Conversations should take place at least once a month, preferably more often in the beginning.)

- Which type of communication is better for you or your mentee: by phone, email, online or in person?

- On which days and at what time does it suit you and your mentee best?

- How would you like the conversations with your mentee to be (e.g. more formal or informal)?

- What do you want from your mentee and the mentoring?

Have you and your mentee recorded everything in the rules (agreements) form? Then you can both sign the agreement.

### 4) How do you achieve the goals of the mentoring?

- Talk to your mentee about the learning goals. Which goals are particularly important to the mentee? Which goals are easy to achieve? Which goals can cause problems?

- Talk to your mentee about the tasks required to achieve the goals – also about language problems and how to make it better. Which tasks should your mentee work on before the next interview, which tasks do you have to do before the next interview? It is best to keep these tasks in writing at all times – also for your mentee.

- At each meeting or conversation, always set a date for a new meeting or conversation with your mentee.

### **AFTER the meeting**

- Your mentee will probably always send you a short summary of your respective conversation and a brief assessment of whether he is satisfied with the meeting and the joint work or whether there are problems from the mentee's point of view. You can use this text to start the next conversation. (Note: Important information on how to deal with (critical) feedback can be found in the Feedback Toolkit.)

- You should also briefly summarize each conversation in writing for your records



## 2. Kick-off procedure for participants

### BEFORE the first meeting

- Have you already written a curriculum vitae (CV)? Send your resume (CV) to your mentor or bring your resume (CV) with you to the first meeting.
- Haven't you written a Resume (CV) yet? No problem!

- Write down your goals! What would you like to achieve together with the mentor?

The following points may help you:

- Who I am?
- Who do I want to be?
- What is my ideal?
- What specific goals do I want to achieve?
- What I do want NOW?
- What did I do in my home country to achieve these goals?
- What does my husband say about my goals?
- What does the family say (brother, parents etc.)?
- What do you need to achieve your goals?
- What do you want from your mentor?

- Before your first meeting, jot down some questions and topics for discussion with the mentor. Take the form with the rules (agreements) with you to the first meeting.

### AT the first meeting

Very important: ALWAYS ask if you don't understand something! Your mentor will help you!

1) Getting to know each other:

- Get to know the mentor in peace. Good contact with the mentor is important! Afterwards, you can talk about your questions, wishes, goals and your job.
- Tell the mentor something about your situation, about your life, about your job.
- What would you like to know about your mentor? Ask the mentor about his situation, his life, his job. Why does he want to be your mentor?

2) Important rules for your cooperation with the mentor

Fill out the form with the rules (agreements) together with your mentor:

- What are your responsibilities in mentoring? What exactly do you have to do? What does the mentor want from you? What are your goals? What would you like to achieve in mentoring?
- When and how often would you like to speak to your mentor? Which is better for you: by phone, email, online or in person?
- What days and what time is most convenient for you?
- How would you like to talk to your mentor? Friendly and with "Du" (informal) or with more distance and with "Sie" (formal)?
- What do you want from your mentor and the mentoring?



Have you and your mentor written everything down in the rules (agreements) form? Then you can both sign the agreement.

3) How do you achieve the goals of the mentoring?

- Talk to your mentor about your learning goals. Which goals are particularly important to you? Which goals are achievable? Which goals can cause problems?
- Talk to your mentor about the tasks to achieve the goals.
- At every meeting or conversation, always make an appointment for a new meeting or conversation with your mentor.

### **AFTER the meeting**

- Always write a text of what you have done to achieve your learning goals. Make a note of what you still need to do. What are your new tasks?

Send this text to your mentor after each meeting.

- Write to your mentor if you are satisfied with the meeting and the joint work. Write to your mentor about what was not so good and what problems you see in working together. Your mentor will talk to you about your text at the next meeting.

### **3 Rules (agreements) between participant and mentor**

Sit down and decide together how you want to work. Clarify that in a written document. The form below should help.

Participant mentor

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

#### **1. Rules of Cooperation**

At the beginning you should define a few short basic rules of your cooperation in simple language. It is good to write down and sign such rules (agreements) in this document.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## 2. Content and nature of cooperation

Topics: What topics do you want to discuss?

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Dates: On which dates do you want to ...?

... face-to-face meetings:

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... online meeting:

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When is time for...?

... phone calls:

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... Write e-mail:

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## 3. Other rules (agreements)

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## 4. Learning Objectives

What would you like to achieve in mentoring?

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Place, Date Place, Date

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Signature of participant Signature of mentor

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