

# IO4 / The MENTORING System

*Guidelines and scenario for the implementation of (e-)mentoring systems supporting international cooperation in the 3rd sector of adult learning organizations*

**EUROPEAN CONFERENCE: *International cooperation. How to start it well?***

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# AIM of Mentoring Report →

→ to deliver **ready-to-use mentoring programmes**, both for the adult education organisations managers and first-time international project managers.



# REALISATION of Mentoring Report

- Collection of guidelines and scenario
  - 5 different partners countries
  - September 2019 – August 2020
- Development of National Offer and Test
  - Report and Knowledge Pills



# HOW can I use or gain benefits from the IO4/Mentoring System?

How could it support my work?  
How could it be used and applied in my organization?





# What is mentoring?

- a. a **work-based training intervention** where mentor and mentee work one-on-one
- b. **face-to-face** or also over **other communication channels** (e-mentoring)
- c. **based on trust**
- d. mentoring can be both a **formal** and **informal process**



# Mentoring, not coaching

Mentoring differs from coaching in the following characteristics:

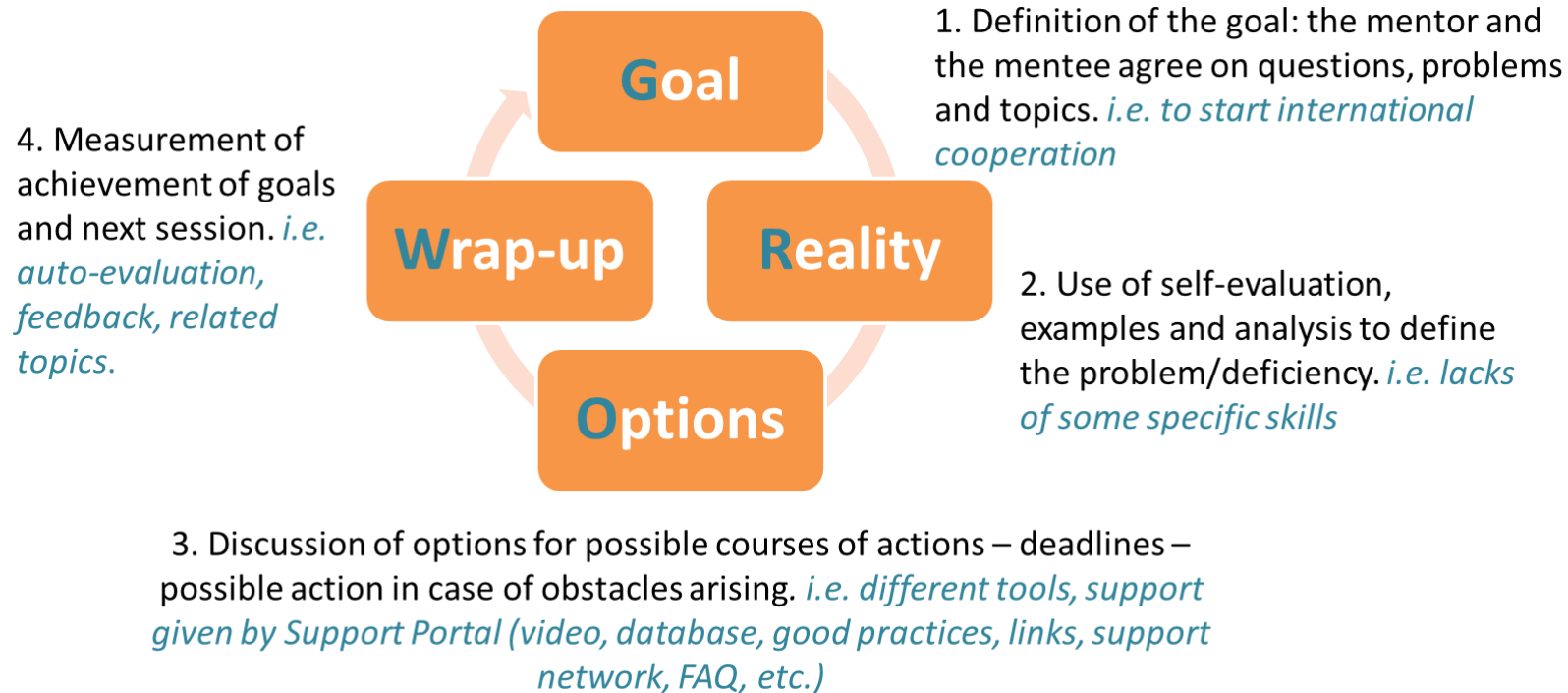
- mentoring is a **longer term relationship**
- mentoring has a **wider focus**, coaching focuses usually on specific issues
- mentoring can include focus on **personal and career development**, while coaching is focused mainly on performance





# Preliminary Observations - 1

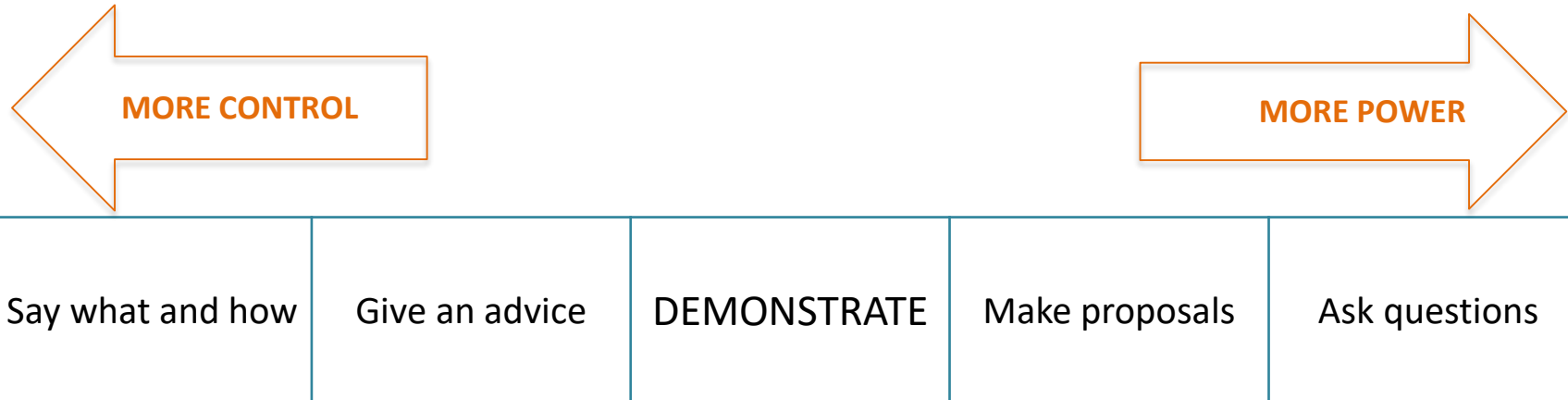
1) The mentoring activity usually consists of different and consequential sessions. These sessions are planned according to the GROW cycle:





# Preliminary Observations - 2

2) Balanced approach: asking questions or giving solutions?



To give solutions,  
proposals. *i.e.*  
*database, links,*  
*tutorial*

To give examples. *i.e.*  
*good practices,*  
*knowledge pills*

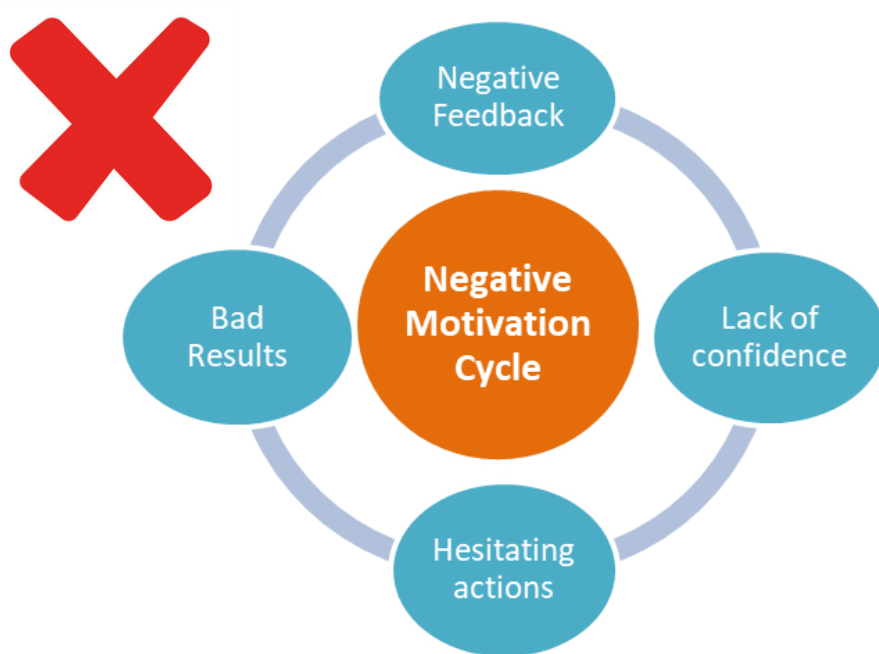
To stimulate. *i.e. FAQ,*  
*related topics*





# Preliminary Observations - 3

3) To have in mind the importance of constructive feedback:  
to build trust between the mentor and the mentee





# How could it support my work?

The practice of **MENTORING** is extremely useful and used to share the experience from more experienced to unexperienced people/employees and enhance the most the know-how.

Thanks to an effective mentoring, the **mentor** can teach all its knowledge and experience to their "pupil" or "mentee" and promote their inclusion, professional growth and personal maturation.



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How could it be **used and applied**  
in my organization?

Here a list of Practical GUIDELINES and RECOMMENDATIONS and  
for an affective Mentoring in 3<sup>rd</sup> sector organization of adult  
education



# Practical GUIDELINES

- ✓ Application Form (Expression of interest)
- ✓ Procedure for getting a mentoring offer, including initial replies and contacts
- ✓ Mentoring Agreement to sign
- ✓ Set of queries:
  - ✓ 1. needs assessment of the mentee's competence profile and needs for improvement
  - ✓ 2. query for outlining the organisation's international development plan
  - ✓ 3. final queries to assess efficacy of process
- ✓ A list of communication tools
- ✓ The follow-up session



# RECOMMENDATION



1. To clarify and share the **aims** of the mentoring process at the beginning of the process
2. To define a set of **standard procedures** to access in a mentoring project (i.e. need assessment, initial and final evaluation and self-evaluation, minimum of hours, etc.)
3. To set adequate number of mentors and hours per mentees: **balanced resources**
4. To clarify the **role of the mentor** and what kind of support he/she can provide to the mentee
5. To set a clear **agreement on scheduling** (agenda, duration, deadline, etc.)
6. To deepen the **knowledge** of the CSO context and the specific needs for accessing the international funds







Thank you for your attention!

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