



**02: Training package for employees trained to become mentors**

Developer: Institute of Development, Cyprus

Module 4– **Digital tools for mentoring**

**Learning unit 7 –** Basic of e-mentoring

Handout 1: Guidelines for mentoring practice

**Activity 3:** Reverse mentoring II

**Guidelines for mentoring practice**

Step 1: Logistics

1. Identify the individual(s) / target groups / communities you want to reach out to.
2. Find their contact details
3. Write an email with the reasons you’re reaching out (either to request or provide mentorship) and send the email.
4. Set up regular meetings – perhaps a short secession per month
5. Ground Rules Agreement.
   1. Confidentiality from both sides
   2. Transparency
   3. Respect of time boundaries and schedules
6. Make sure is a good fit.
   1. Identify the areas that mentorship will be focused on and make sure that both sides agree and have the prerequisite level of knowledge and/or expertise
   2. Become aware of differences and complementarities in learning styles and communication styles
7. Be Tactful, Patient and Open-minded
   1. Both must be receptive and open to learn from one another.
   2. Practise Active Listening and respect each other
   3. Instead of criticism give encouraging and constructive feedback

Step 2: Set up the meetings

1. Write down your vision and mission
   1. It is important to share the same sense of purpose
   2. The learning curve should support the proposed actions and desired final goal
2. Questioning can be a powerful tool since it will help clarify and comprehend issues or obstacles to progress.
3. Express and accept alternative viewpoints to approach a situation and find solutions if needed.
4. Reflect on the proposed action steps and examine what resources might be needed.
5. Discuss about the broader culture and working environment politics in your professional field and whereas the action plan decided/discussed would be a good fit or not.
6. At the start of each meeting review and discuss if and how previous actions were conducted, the rate of success and what learning outcomes can be extracted in order to design your next steps.