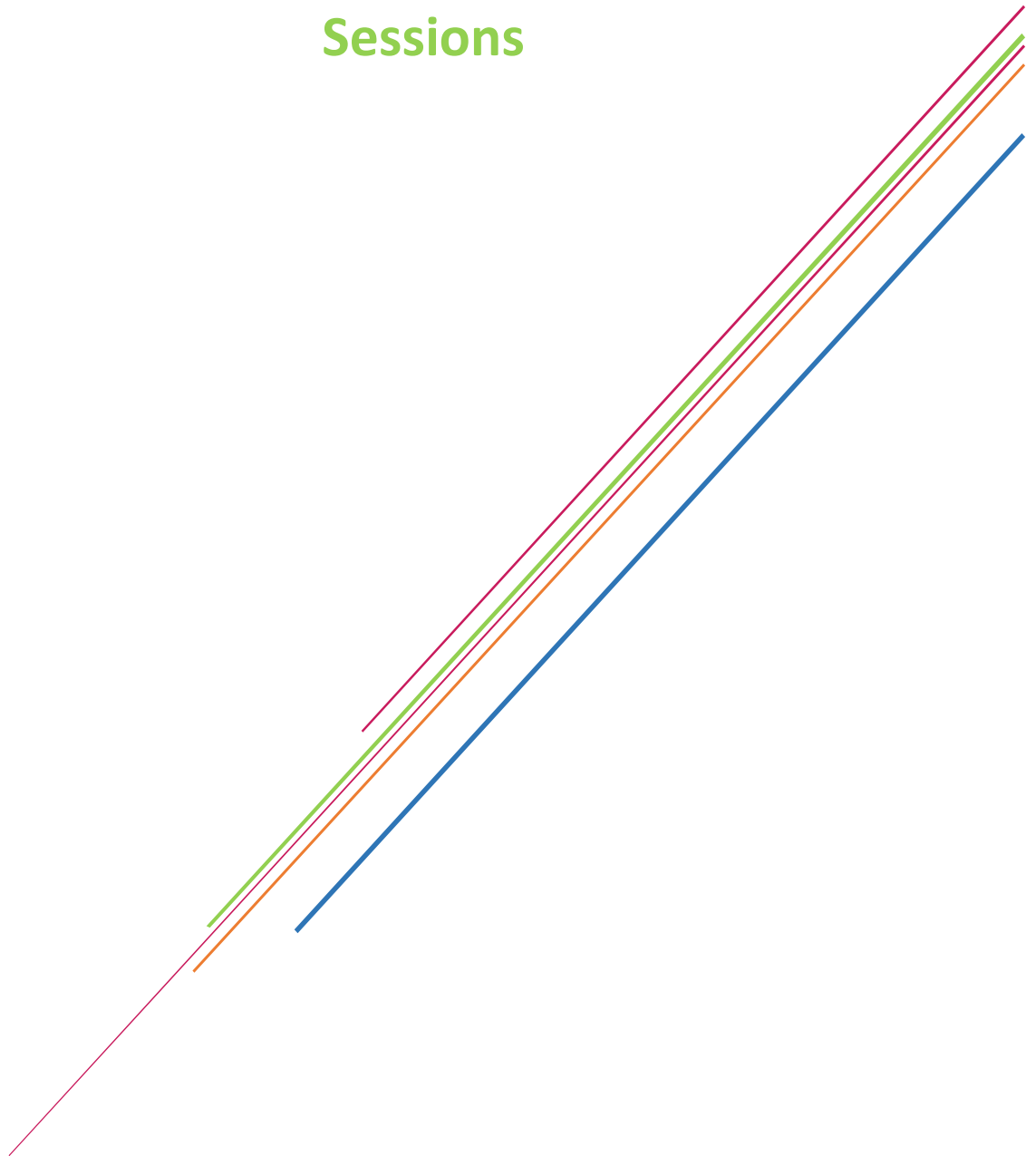


# Guidelines and Templates for MyPath Mentoring Sessions



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# Outline

This document presents the general information to support all partners implementing the mentoring session foreseen under Project Result 2 – Role model video & MyPath mentoring sessions (PR2).

It is expected that all partners implement a total of **10 mentoring sessions** involving at least five (5) female mentors and five (5) women. Each mentor will provide mentoring session, supported by the educational materials developed under the MyPath project, to other migrant women, newcomers and/or ethnic minority women.

The present guidelines, provides partners with the following set of supporting documents to both implement and assess the mentoring sessions:

- ✓ Brief guide for mentors
- ✓ Mentoring agreement
- ✓ Mentoring session log
- ✓ Mentor evaluation
- ✓ Mentee evaluation

# MyPath mentoring sessions

## Implementation period

The mentoring sessions are planned to occur between M20 (September 2023) and M21 (October 2023). This means that all the procedures foreseen under PR2 | **Task 2: Evaluation of the applicants and arrangements with the mentors regarding the sessions**, under Best responsibility, should be facilitated prior and in advance. For that purpose, partners will resume to the guidelines and indications provided in that sense.

## Objectives

Experience has shown that women tend to underestimate their own abilities far more often than men. This tends to aggravate when women are part of considered social excluded groups, which are the case of migrant women. Against this reality, strengthening self-confidence is an important pillar in supporting migrant women, and ethnic minority women, achieving sustainable work integration. Under this context, sustainable work integration refers to the new paradigm shift regarding the labour market integration of these women focused on empowering them and strengthening their self-confidence and competences.

To support that, on a first level with the MyPath mentoring sessions partners objectives are to:

- identify five (5) female mentors, preferential with migrant background, who have successful careers and can pass on their experiences to MyPath target group - skilled women with migration and/or ethnic minority background;
- provide these mentors with the guidelines and tools to deliver flexible and/or personalised mentoring.

On a second level, the mentoring sessions are designed aiming:

- to offer supportive and encouraging mentoring to meet the professional 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 in the course of her labour market integration.

## Target groups

The MyPath mentoring sessions are designed to reach the following target groups:

- **5 female mentors** with migrant background and who can serve as a role model and influencer for other migrant women and /or ethnic minority background

- 5 migrant women and /or ethnic minority background in need of support in integrating the labour market of their hosting countries.

## Mentoring types and deliver formats

The MyPath mentoring sessions has been designed to:

- support migrant women in their **career and professional development**, allowing them to reflect on their competencies and potential and to focus on goals aligned to their career next steps and or (re)definition
- help migrant women to resolve difficulties or barriers that they are facing trying to **integrate** their hosting country labour market

Each mentor will have to access their mentee needs and select the type of mentoring that best suits their mentee specific needs.

Different **mentoring formats** can be observed in the implementation of the MyPath mentoring session:



**One-on-one mentoring:** traditional type of mentoring, involving a mentor and his/her mentee.



**Group mentoring:** one or more mentors working with a group of mentees.



**Peer mentoring:** peers in the same professional field, or area of interest, or with shared experiences, pairing up for mutual support.



**E-mentoring:** the use of digital platforms to deliver the mentoring relationship.

The mentoring sessions can be delivered in the following formats:

- **Face-to-face:** at an agree location which is safe, comfortable and convenient for both mentor and mentee;
- **Virtual:** using a range of digital platforms or other video calls software.

The combination of both delivering formats is also possible.

## Number of mentoring sessions

Each partner will have to **report a total of 10 mentoring sessions**. For that, each mentors enrolled will have to complete at least three (3) mentoring session logs. The mentoring session log is considered one of the mandatory evidence of the mentoring sessions.

The mentoring sessions can follow the basic of a mentoring scheme:



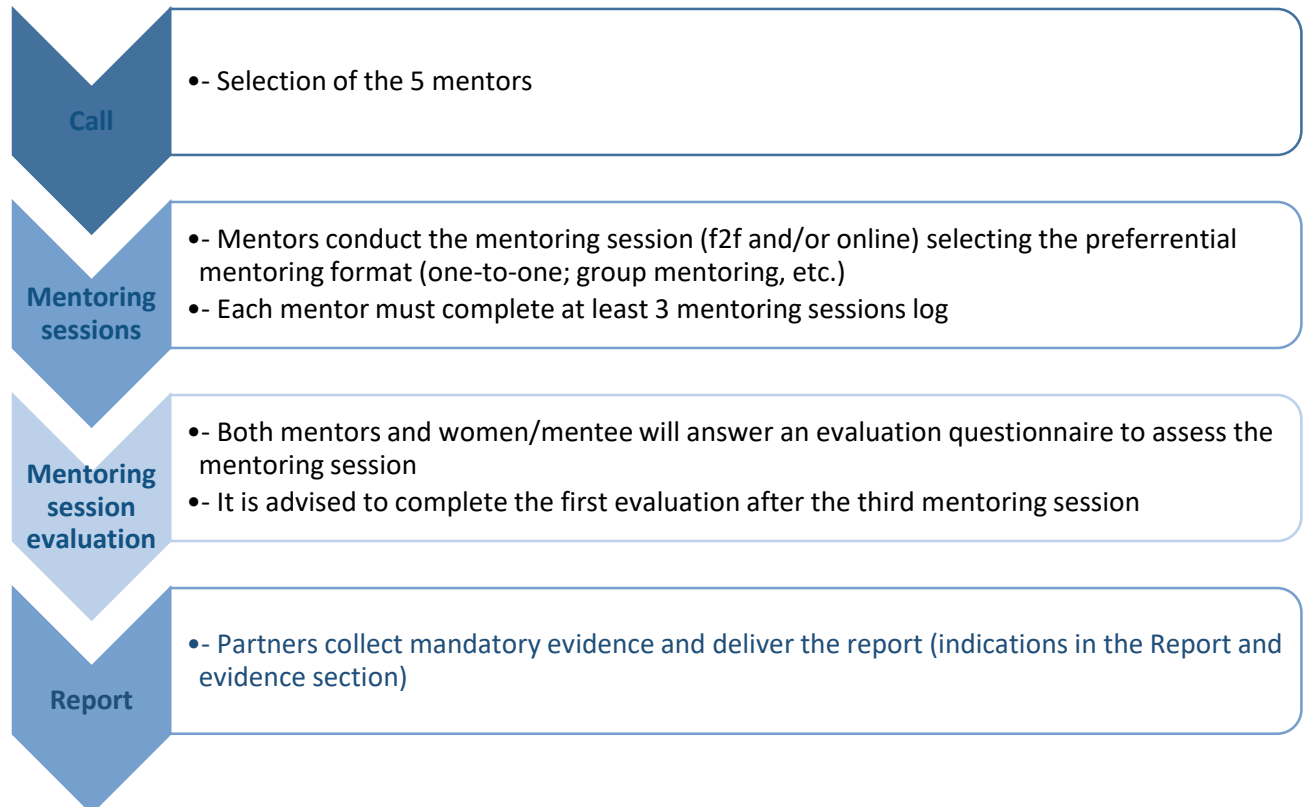
## Evaluation of the mentoring sessions

It is expected to collect the participant’s feedback on the mentoring session implementation phase. For this purpose, all partners are required to collect the participants feedback using a common questionnaire drafted by Mindshift. It will be possible either to collect the evaluations in EN, or translate the questionnaire into own national languages, using a paper format or an online survey. In any case, all partners are required to insert all evaluations in EN, in a master questionnaire (Google Form), available in the following links:

- **Mentor evaluation questionnaire:** <https://forms.gle/jDAGcJhRNb9adc9L9>  
Mentors should evaluate and provide recommendations at the end of the mentoring sessions, including their experience with the mentee
- **Mentee evaluation questionnaire:** <https://forms.gle/CjbHbirNmBB5mfqw5>  
Mentees should evaluate their experience at the end of the mentoring cycles

Both evaluation questionnaires are also mandatory evidence of the implementation of the MyPath mentoring sessions.

Following it is presented a scheme of how partners can organise and conduct the implementation of the mentoring sessions.



## Supporting documents

The implementation of the mentoring session will be supported by the following documents:

- MyPath Training kit for trainers (Appendix A)
- Brief guide for mentors (Appendix B)
- Mentoring agreement (Appendix C)
- Mentoring session log (Appendix D)
- Mentor evaluation (Appendix E)
- Mentee evaluation (Appendix F)

## Reporting and evidence

At the end, each partner provides a brief report, using a common template (Appendix G: Report template) drafted by Mindshift. This report will provide an overview of the MyPath mentoring sessions implementation in each country. Evidence to be included are:

- Mentoring session log (Appendix D: MyPath mentoring session log). At least 3 sessions logs completed per mentor
- Pictures/screen shoots (if online), complying with national GDPR
- Mentor and mentee evaluation questionnaires
- Other type of information that can serve as proof that the implementation took place.

# Appendixes

- **Appendix A:** MyPath Training kit for trainers
- **Appendix B:** Brief guide for mentors
- **Appendix C:** Mentoring agreement
- **Appendix D:** Mentoring session log
- **Appendix E:** Mentor evaluation
- **Appendix F:** Mentee evaluation
- **Appendix G:** Report template



# Appendix B: Brief guide for mentors

## Mentor profile

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

Oprah Winfrey

The following competences are essential to be a good mentor.

### emotional competence

- Shows high levels of social awareness; understands own and others' emotions and can manage these effectively
- Works with passion, integrity and is highly motivated
- Acts with courage to respectfully challenge others and to be challenged

### communication skills

- Can flex their communication style to suit the situation and people
- Shows empathy for others and enhanced relational skills and networks
- Acts to build trust and inspire vision

### resilience

- Can overcome obstacles and demonstrate emotional strength
- Solution-focused and positive about future opportunities
- Works effectively in the face of uncertain circumstances

### time management

- Understands both the need for prioritisation and how to effectively prioritise tasks
- Can delegate and support others effectively
- Can multi-task and meet deadlines with ease

### decision- making

- Can analyse complex situations as appropriate to make informed, justifiable, and rational decisions
- Can systematically sequence information to find best fit solutions
- Can contribute to problem solving and facilitate the decision-making of others and act outside own sphere of influence

## committed

- **Demonstrates an understanding of the needs of diverse communities**
- **Shows passion for and experience in promoting and supporting others to achieve their potential**
- **Embodies the culture and values of the NOW project, acting as a role model**

## leader

- **Has experience in developing and leading on the vision and direction of projects or organisations**
- **Actively engages with others to address issues of inequality within their sphere**
- **Values and capitalises on differences, unique styles, and contributions**

# Mentoring techniques

## Beginning rapport and setting boundaries

For any mentoring relation to be successful it is crucial that the cycle begins with a 'setting up' phase. This should be used to clearly establish the purpose of the mentoring relationship, explain the process and content, discuss roles, manage expectations and set boundaries.

## Setting goals and guiding the mentee

An effective mentor will be able to guide their mentee appropriately. The key here is to guide 'appropriately' – that is to help them achieve their goals and make the progress they want to make. Part of the role will be to refer them to appropriate resources and other sources of information/networks. Within the context of the MyPath mentoring sessions mentors are supporting women/mentee in career and professional development and integration.

## Effective listening

Active listening is a highly developed skill and is essential for mentor to be effective. Active listening is a technique in which the listener must fully concentrate in order to understand, respond and remember what is being said. Listening to really understand and identify patterns, issues and challenges for your mentee.

## Effective questioning

Effective questioning will enable your mentee to explore concerns and thoughts. Mentors should be clear in their own minds about why you are asking a particular question – is it to gain more information, to offer insight, to better understand, to move your mentee on towards their own solution?

## Effective feedback

Feedback can be about clarifying and summarising the words of your mentee, for someone to hear their own words back can help to illuminate thoughts and discover new possibilities. Feedback is also used to point out progress and set new goals. Providing effective feedback is a powerful skill.

## Ending sessions effectively

Each session should follow a similar pattern of plan, do, review, plan, do review. The ending of each session should be very crisp and clear with actions laid out for both mentor and mentee. At the end of the programme mentees should have a clear direction of travel and roadmap forward.

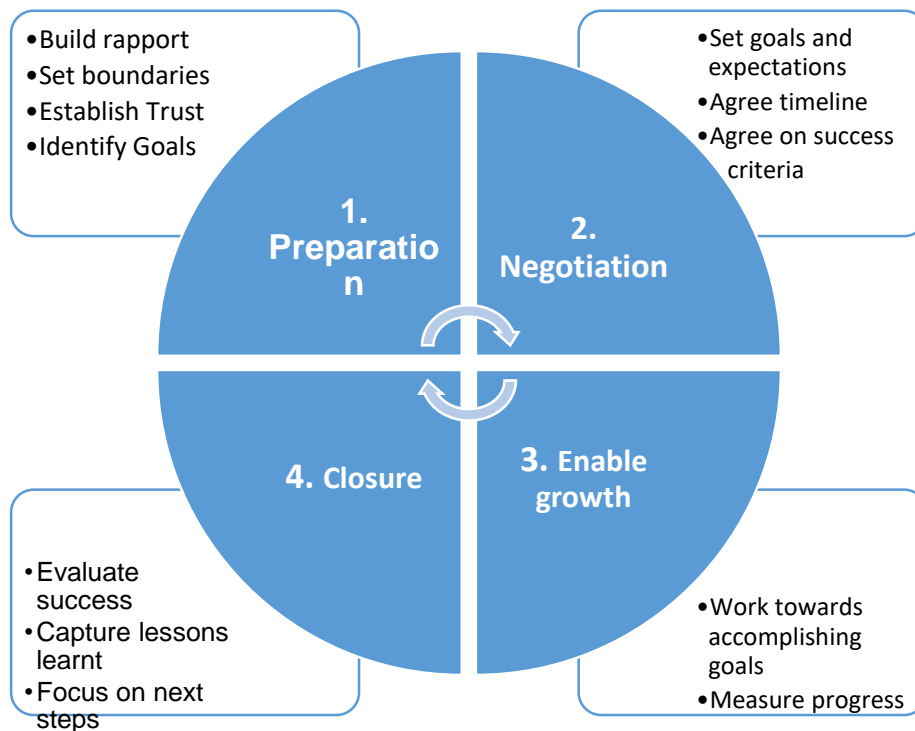
# Tips for the mentoring sessions

## Contacting

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

## Sessions

Ensure sessions take place in a safe, comfortable and quiet place. Sessions can be conducted both face-to-face and online. The mentoring sessions can follow the basic of a mentoring scheme:



## Paperwork

Complete at least three (3) session logs and share with mentee prior to next session (see Session logs). You will be asked to share this information with your local programme manager.

## Resources

- MyPath Training kit for trainers
- Brief guide for mentors
- Mentoring agreement
- Mentoring session log
- Mentor evaluation
- Mentee evaluation

## Evaluation

Always collect feedback from your mentee at the end of the mentoring sessions. You will need to conduct at least three sessions to collect feedback from your mentee. To do so, you are asked to provide them with a questionnaire that is available in this link: (each partner to provide link to the national version of the questionnaire).

You also are going to be asked to provide feedback to your experience as a mentor in the MyPath mentoring sessions, accessing this link: (each partner to provide link to the national version of the questionnaire)

### Extra resources

(to be included by each partner, referencing national mentoring resources that can support the mentors deliver the mentoring sessions)

## Appendix C: Mentoring agreement

**Mentor information**

**Mentee(s) information**

**Areas to work in the mentoring sessions**

**Mentee(s) expectations**

**Ground rules**

**Confidentiality statement:**

I agree to keep our conversations confidential unless both parties agree to do otherwise (unless there is a mandatory reporting issue).

(include date and signatures of mentor and mentee)

# Appendix D: Mentoring session log

Personal data
<b>Mentor information</b>
<b>Contact information</b>
<b>Mentee(s) information</b>
<b>Contact information</b>

Session general information			
Date	Time	Duration	Session nr.
Other relevant information			



### Session goals and agreements

(Add more rows if needed)

### Actions taken since the last session

(Add more rows if needed)

### Feedback

#### Mentor feedback since last session

#### Mentee(s) feedback since last session

### MyPath toolkit resources used

(Add more rows if needed)

### Preparing next session

#### Actions points

**Goals and agreements**

**Date and place:**

**Notes**

## Appendix E: Mentor evaluation

Thank you in advance for taking the time to complete this feedback form. Your views are valuable to us, please feel free to respond openly. Please identify your country:

Germany

Portugal

Austria

Bulgaria

### MyPath Toolkit

Please, indicate here the tools, activities and/or exercises of the MyPath training kit for trainers you have included in your mentoring sessions

About the mentoring sessions, please rate the following statements	Strongly agree	Somehow disagree	Agree	Strongly Agree
The MyPath toolkit was helpful and useful to implement my mentoring sessions				
The mentoring supporting documents (brief guide for mentors; mentoring agreement; mentoring session log) helped me structure my mentoring sessions				
I have improved my mentoring competences				
The mentoring sessions met my expectations				

**What aspects of the mentoring sessions had the most positive impact?**

**How has the mentoring sessions supported your mentee(s) to move forward with her/their goals?**

**If you have any other additional comment on your experience, please write here?**

## Appendix F: Mentee evaluation

Thank you in advance for taking the time to complete this feedback form. Your views are valuable to us, please feel free to respond openly. Please identify your country:

Germany

Portugal

Austria

Bulgaria

About the mentoring sessions, please rate the following statements	Strongly agree	Somehow disagree	Agree	Strongly Agree
The mentoring sessions has been relevant and useful for me				
I have gained confidence in moving to my next steps, regarding my professional and career plans				
I am confident about taking actions identified in my action plan				

**What are the key things you have learnt/reflected upon participating in the mentoring sessions?**

**What actions will you take following the participation in the mentoring sessions?**

**If you have any other additional comment on your experience, please write here?**



# Appendix G: Report Template

## Overview

Write your text here

### Instructions (delete this table after completing the introduction)

Please draft a short narrative of the coaching cycles, including timeline, number of participants and their profiles and recruitment/selection process, general strategy and delivery format, any challenges faced – **1 page max**

## Summary of the feedback results

Write your text here

### Instructions (delete this table after completing the introduction)

Please summarise the major results of both surveys – **2 page max**

## Evidence

### Instructions (delete this table after completing the instructions)

Please provide at least 3 evidence of the implementation of the mentoring session. Be sure you comply with your organisation GDPR policy

### Evidence 1

- Mentoring session log
- Pictures/screen shoots (if online), complying with national GDPR

Mentor and mentee evaluation questionnaires

Other:

[Insert indicated evidence here – REMOVE INDICATION]<

## Evidence 2

Mentoring session log

Pictures/screen shoots (if online), complying with national GDPR

Mentor and mentee evaluation questionnaires

Other:

[Insert indicated evidence here – REMOVE INDICATION]

### Evidence 3

- Mentoring session log
- Pictures/screen shoots (if online), complying with national GDPR
- Mentor and mentee evaluation questionnaires
- Other:

[Insert indicated evidence here – REMOVE INDICATION]