



Education and Culture DG

Lifelong Learning Programme



Process of mentoring

INTRODUCTION

This tool is a “to do list” including what needs to be done by mentor before and during the mentorship. It can be used to evaluate and improve mentoring process. It can be also used as quick start manual to initiate mentoring process.

GLOSSARY

Key words: competency profile, evaluation, first day reception, internship, learning process, mentor, student, team

TOOL

Before the internship

- **gather information**
 - education level & competency profile
 - administration & procedures
- **inform team**
- **motivate team**
 - to create learning opportunities
 - to observe and to give feedback
- **communicate with student/school**

During the internship

- **organise first day reception**
 - welcome, introduction in team, guided tour, ...
- **facilitate learning process**
 - be role model
 - create learning opportunities
 - observe and give feedback
 - coach student to achieve competencies
- **communicate with student/school**
- **participate in evaluation**
 - gather information from colleagues
 - prepare evaluation, evidence based
 - evaluation meeting with student and tutor