



Erasmus+



Qualitative Services at local level for Emigrants and Refugees

[Erasmus + Project reference number: 2017-1-EL01-KA204-036335]

Deliverable IO4

The Circular Cycle of Mentoring Model: Step 4

Contributors Drosostalida
Version 4.0
Date February 28th, 2020
Type Report Public



List of Authors

Drosostalida	SOCIAL COOPERATIVE ENTERPRISE DROSOSTALIDA

Disclaimer

This project has been funded with support from the European Commission. The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Project reference number: 2017-1-EL01-KA204-036335.

Q-SER Consortium

The Q-SER Consortium consists of:

MUNICIPALITY OF EGALEO	Greece
IOM Mezinárodní organizace pro migraci v Praze	Czech Republic
INTRACOM GMBH	Germany
MEDIA CREATIVA 2020, S.L.	Spain
SOCIAL COOPERATIVE ENTERPRISE DROSOSTALIDA	Greece
ECUMENICAL PATRIARCHAT – GREEK – ORTHODOX METROPOLIS OF GERMANY – COMMUNITY THE ASCENSION IN STUTTGART	Germany
FONDO ANDALUZ DE MUNICIPIOS PARA LA SOLIDARIDAD INTERNACIONAL	Spain

Rights to Use



This work is licensed under CC BY Creative Commons Attribution 4.0 International License.

<https://creativecommons.org/licenses/by/4.0/>

Version History

Rev. N	Description	Author	Date
1.0	D.IO4 – Peer review	All partners	31/10/2018
2.0	D.IO4 – Second peer review	All partners	1/03/2019
3.0	D.IO4 – Official release	Drosostalida	15/03/2019
4.0	D.IO4 – Minor modifications	Drosostalida	28/02/2020

Table of Contents

- 1. EVALUATION OF MENTORING, CREATION OF GOOD PRACTICES8
- 2. SUGGESTED USEFUL TOOLS.....9

1. EVALUATION OF MENTORING, CREATION OF GOOD PRACTICES

The evaluation of the mentoring activities is of utmost importance as it provides impact, evaluation data, measurement of the activity results as well as creation of good practices that can be re-used and re-purposed within the organisation and the two models, IO3 and IO4.











For the Q-SER project, the evaluation of the mentoring can be done online or through a paper form. If online, the system should have the necessary tools to complete this task. In case of paper format, a template should be designed by the mentor in cooperation with the department manager and overall manager. In this way, the data collected will be processed into creating good practices, new application methods or areas, as well as identification of skills and competences needed to feed into IO3 curriculum and new content creation.

Preparation by organisation:

1. Set up evaluation aspects online. The technical department should create a section for online evaluation data input where all system users have access. The results should be collected in an excel sheet (exported)
2. The mentoring should be evaluated in a separate section of step 1. The evaluation should focus on:
 - a. Mentor's capability of conducting mentoring
 - b. Mentoring aspects and topics of work
 - c. Methodology of mentoring
 - d. Personal relationship of mentor and mentee
 - e. Tools used and timeframe of mentoring
 - f. Any other aspect deemed necessary by the related parties
3. Good practice templates: they can be downloaded from the IO3 section and used by both parties to create good practices. The good practices can be re-used. One vital re-use is its possible transferability into other departments or other mentoring couples.
4. Q&A section: an online Q&A section should be created. It should cater for both mentors and mentees and the initial questions and answers should come from the workshop organized as part of IO3 and IO4.
5. Mentor's database: all mentors should be registered either online or offline in order for organisations to use their details and profile for future references. Since the mentees that have undergone the training and mentoring, can themselves now be mentors, the database will grow in numbers as the practice continues.

2. SUGGESTED USEFUL TOOLS

Evaluation of the mentoring process & evaluation questions for mentors and mentees

1. How do you evaluate the overall experience of mentoring?					
Mentor					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Very unsatisfied	Unsatisfied	Neutral	Satisfied	Very satisfied
Mentee					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Very unsatisfied	Unsatisfied	Neutral	Satisfied	Very satisfied

2. Have you experienced any problems in terms of?	Mentor	Mentee
1. Interpersonal relationship	Y or N	Y or N
2. Time pressure	Y or N	Y or N
3. Role clarity	Y or N	Y or N
4. Focus on clear objectives	Y or N	Y or N
5. Relationships with outsiders	Y or N	Y or N

3. Aspects of the relationship which are working/worked well:	
Mentor's comments:	Mentee's comments:

4. The relationship could improve if:	
Mentor's comments:	Mentee's comments:

5. Quality and frequency of communication:	
Mentor	Mentee
1. Excellent	1. Excellent
2. Very good	2. Very good
3. Satisfactory	3. Satisfactory
4. Very poor	4. Very poor
5. Unacceptable	5. Unacceptable

6. I needed more of..../ I needed less of....	
Mentor's comments:	Mentee's comments:

7. Achievement of goals:	
Mentor's comments:	Mentee's comments:

8. Programme utility:	
Mentor's comments:	Mentee's comments: