



Call 2021 Round 1 KA2

KA210-ADU - Small-scale partnerships in adult education

**Project Title: Training, Entrepreneurship, Employment
and Social Inclusion for Ex-Prisoners**

Project Acronym: TEESEP

**Activity Title: Training 3 Mentors 1 from Greece and 2
from Turkey**





What is a Mentor?

- ✓ Teacher
- ✓ Sounding Board
- ✓ Supporter
- ✓ Wise Counselor
- ✓ Listener
- ✓ Coach

The Alberta Mentoring Partnership defines mentoring as:

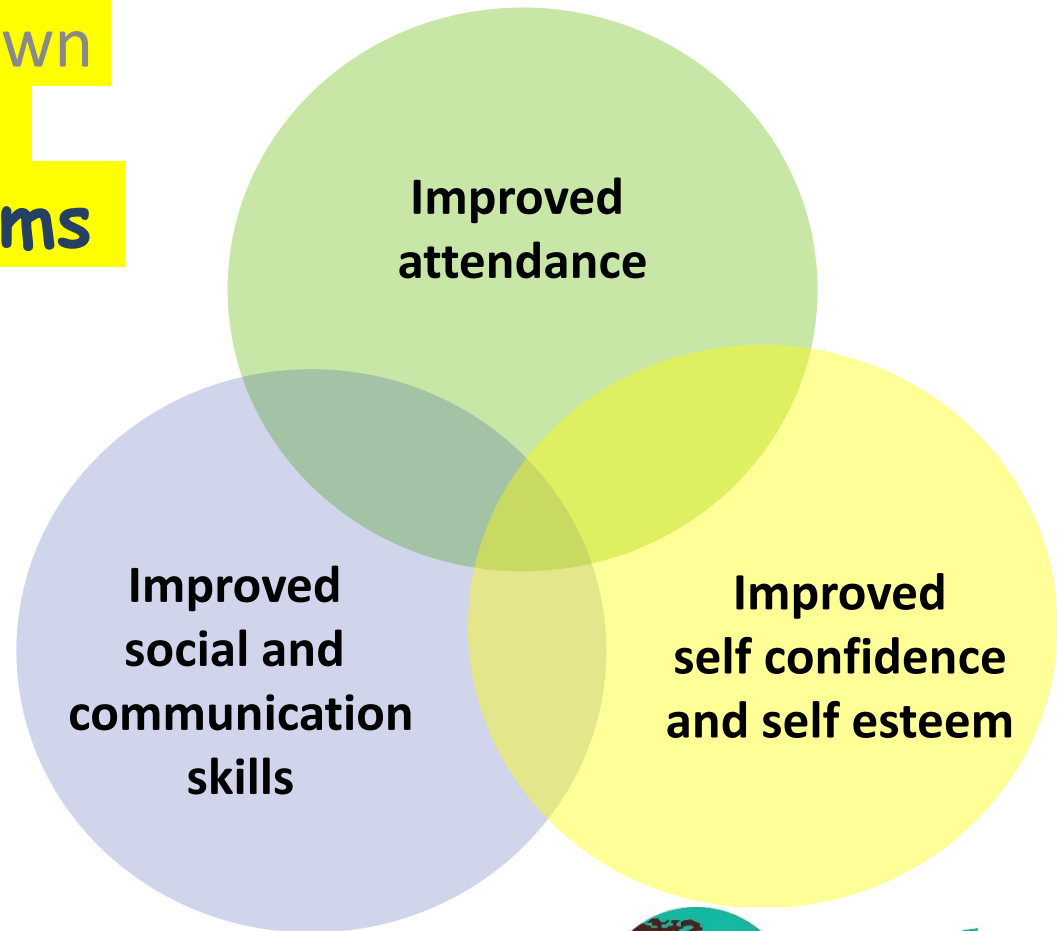
“The presence of a **caring** individual(s) who provides a young person with **support, advice, friendship, reinforcement and constructive role modeling over time.**”





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Researches have shown
that **people in a
Mentoring Programs**
demonstrate:



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Let's
Start Life Again



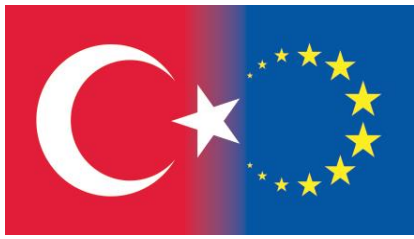
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Why be a Mentor?

1. As Teachers, Researchers, Trainers, we have a duty to the public to contribute to the ex-prisoners mentoring and this is a way to fulfill this responsibility.
2. We have tasks and responsibilities to support ex-prisoners for career guidance and counselling.
3. The training will increase their skills and they will empower ex-prisoners reach their fullest potential, start a job and integrate into the community.
4. Their mentoring, communication, active listening, and problem-solving skills will be improved.
5. The trained mentors will support ex-prisoners to get jobs, or set up their own business and integrate into community.
6. The 3 mentors will provide career guidance and consultancy services for ex-prisoners to set up their business, support them for their inclusion into the labour market and into society, as happy members.

7.





Mentoring is...

- A professional relationship
- Support for professional development
- Personal support
- A partnership lasting over a pre-determined and fixed time-scale
- A significant process over an individual's career
 - **Mentoring is not...**
- Tutor/student relationship with focus on producing an academic outcome,
- Instructor/trainee relationship focusing on learning skills and techniques to perform a specific function,
- A friend/friend relationship, which mainly focuses on personal development usually outside work,
- Indefinite relationship.



Benefits to **mentees**

- An insight into your work and career,
- Practical tips on planning a successful job search strategy,
- Advice and guidance with their career thinking and their transition work at a place or set up a business,
- Developing understanding, skills and problem-solving
- Encouraging reflection and recognising/celebrating effective practice
- Identifying areas for development and improving self confidence
- An informal network of business contacts





Benefits to **mentors**

- Develop and practise coaching skills
- Share the knowledge and experience gained
- Opportunity to help others
- Improve job satisfaction, motivation and enhance peer recognition
- Encourage self-reflection and develop specific skills.





Mentors provide Constructive feedback

- Encourage them to reflect first e.g. *“How do feel about the way you dealt with...”*
- Specific and constructive
- *How to improve. Offer alternatives e.g. “you might like to try...”*
- Personalise your comments e.g. *“I liked the way you...”*
- Balance negative with positive
- End on positive





Structuring meetings

- First meeting checklist
- Review recent experience
- Discuss present experience
- Discuss future options
- Meet at your **place or work or a public place** (home is not appropriate)

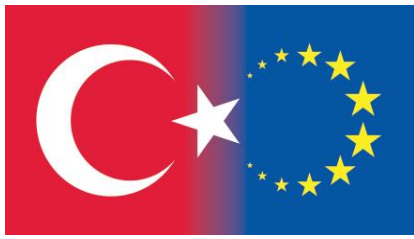


Setting goals

- Specific
- Measurable
- Achievable
- Relevant
- Timed

SMART





Activity: What Am I Really Saying?

Adapted from Heart-to-Heart¹

Communication is

- ✓ 7% words/what you say
- ✓ 38% how you use your voice (tone)
- ✓ 55% non-verbal (facial, body language, posture...)

What does this activity teach you about

1. Your Mentee?
2. Your Role as a Mentor?



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Mentee FAQ

- What does the training to be a [solicitor] involve?
- What is your advice for getting into this industry?
- How should I go about trying to find work experience?
- What skills do I need to be successful in this career?
- What do you look for in a CV?
- Can you give me some examples of interview questions?
- What do you do in an 'average' day?
- What is the best thing about your job?





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What does a Mentor do?

- Supports and encourages,
- Advises and offers guidance,
- Creates informal network to help facilitate introductions,
- Provides feedback,
- Serves as a role model to display appropriate behavior, attitude, and social skills ,
- Stimulates knowledge for mentee,





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Active listening

- Clear your mind of distractions
- Make eye contact
- Be aware of body language - pay attention to the mentees facial expressions, gestures etc
- Use questioning techniques such as 'how did that make you feel?'
- Ask open ended questions
- Paraphrasing – restating in your own words to check understanding
- Ask questions if you don't understand
- Be non-judgmental



How can you communicate to your mentee that you are listening and you care?

- Eye contact
- Minimal Encouragers - Nodding, “Yes,” “Mm-Hmm.”
- Repeating, summarizing, and paraphrasing what is said.
- Asking questions about what is said.
- Postponing your responses until the mentee has finished talking – don’t interrupt.
- Put away your cell phone and iPod.
- Focus on your mentee – not on other mentors/matches.
- Open posture



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In Greek mythology, **Mentor** was a **friend and trusted counselor of Odysseus**.

When Odysseus left for the Trojan War he placed Mentor in charge of his son Telemachus and of his palace.

The **goddess Athena disguised herself as Mentor** for the purpose of giving counsel to Telemachus. She encouraged Telemachus to find out what happened to his father.





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**Today we still refer to a Mentor
as a wise (wo)man**

“An experienced and trusted adviser”

(Oxford English Dictionary)

“A trusted counselor or guide, tutor, coach”

(Merriam-Webster's Collegiate Dictionary)



10 Good Reasons to become a Mentor

- 1. You'll learn. By serving as a mentor, you'll learn from your mentees
- 2. You'll build your leadership and management skills
- 3. You'll receive recognition from peers and superiors
- 4. You'll review and validate what you know and what you've accomplished
- 5. You'll probably feel satisfied, proud, and energized
- 6. You'll get a new and fresh outlook on your own job, challenges and way forward
- 7. Mentoring could have future personal payoffs
- 8. The opportunity to meet new colleagues and expand your circle of networking
- 9. You'll leave the world better than you found it. Leave your legacy
- 10. Your chance to pay back



10 Good Reasons to become a Mentee

- 1. You'll gain self knowledge, facilitating self management
- 2. You'll receive honest and informal feedback
- 3. You'll enhance your professional development
- 4. You'll build your network of professional contacts
- 5. You'll benefit from a different perspective on your current situation
- 6. You'll be exposed to new ideas, theories, practices, and/or people
- 7. You'll acquire another perspective on career management and success factors
- 8. You'll gain insights by exchanging your views, testing your ideas
- 9. You'll get support and acknowledgment from your Mentor
- 10. You'll work smarter, not harder



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Mentor Commitment

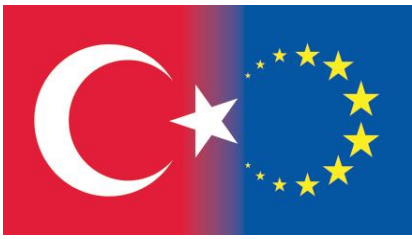
- ✓ I will make a personal connection based on trust and mutual respect and listen to my Mentee's needs and concerns
- ✓ I will help my Mentee to define career goals and provide networking opportunities to attain those goals
- ✓ I will share my knowledge of educational and professional requirements to prepare my Mentee for his/her career
- ✓ I will offer information, advice, references, and resources to assist my Mentee's needs
- ✓ I will offer constructive feedback, and allow my Mentee to learn from his/her mistakes
- ✓ I will give help and support in a non-threatening way, in a manner that the recipient will appreciate and value and that will empower them to move forward with confidence towards what they want to achieve



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Mentee Commitment

- ✓ I'm responsible for my career goals and would enjoy the benefit of a mentor's guidance to create a plan for success
- ✓ I'm ready to listen and to share my ideas to develop a give and take relationship
- ✓ I'm ready to receive objective feedback to consider new ideas and new approaches suggested by my Mentor
- ✓ I'm ready to give objective feedback to my Mentor in order to work towards our objectives
- ✓ I have realistic expectations for my Mentor relationship. No one is perfect and good relationships take honesty, effort and time
- ✓ I'm busy with work, but I'm ready to make a commitment by meeting up / communicating with my Mentor.



An effective Mentoring conversation

- ✓ It must be completely **confidential**
- ✓ Active Listening: ask open-ended questions rather than questions that can be answered with a "yes" or "no", paraphrasing, don't interrupt
- ✓ **Understand** that a Mentee's/Mentor's view of the world may be different from your own
- ✓ **Avoid** lecturing or passing judgment
- ✓ **Sensitivity**: be sensitive to cultural and gender differences
- ✓ **Time**: good mentoring takes time in active discourse and preparation
- ✓ Mentors guide Mentees through a **problem-solving process** rather than state a solution to a problem for them
- ✓ Summarize the conversation, agree on the outcome, **take notes** on insights and next steps



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Key Mentoring Practices

Mentors

Facilitate Learning
Modeling
Confidence Building
Coaching
Counseling

Shared Practices

Communication
Commitment
Empathy
Trustworthiness

Mentee

Initiative
Goal Setting
Receptivity
Self Worth
Appreciation



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What the Mentee Expects from the Mentor

- * Accept the relationship on a temporary basis or until one or both decide its time to end it.
- * Meetings as time permits and keeping the commitment.
- * To be able to ask questions or advice.
- * Keep confidence and evaluate the relationship at various points to discuss goals and accomplishments.





As the Mentor, please

- Be open to the mentee's ideas and discuss topics,
- Respect your mentee's time as much as your own
- Keep your relationship on a professional basis
- Always ask if you can make a suggestion or offer critique
- Recognize and work through conflict in a caring way



Role modeling safe behaviour is very important!

- It is part of your role as a mentor to ensure that your mentee is safe while they are visiting with you.
- Reassure the mentee,
- Stay calm.
- Listen.



Confidentiality in your match is very important.

Confidentiality:

Assuring the protection of sensitive information regarding mentees, families, and mentors within the mentoring relationship.



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Setting Boundaries

1. Be a friend while maintaining the role of a more mature person.
2. Take advantage of opportunities to be a positive role model.
3. Acknowledge inappropriate behaviour.
4. Say “no” to inappropriate requests.
5. Be consistent.
6. Praise the mentee when they make appropriate choices.
7. Set realistic expectations from the beginning of the match.





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Scenario 1

Mentee misses an appointment and does not call to explain.

- a. Mentor should end relationship.
- b. Mentor should call the mentee as soon as feasible and express concern.
- c. Mentor should make another appointment and express concerns when they finally do get together.



When conversing with Mentee...

- Be yourself.
- Share your experiences and stories, if needed.
- Do not interrupt the mentee to make a point.
- Keep eye contact to assure the mentee you are actively engaged in the conversation.
- Do not be quick to offer a response, sometimes the mentee just wants you to listen.
- Pick an environment that it will be easy to have a conversation and set aside the appropriate time so the conversation is not rushed.



Active Listening

- * Interpret what you heard.
- * Evaluate the information and decide how you will use it.
- * React based on what you heard and evaluated.





Understanding Mentoring

Mentorship refers to a personal developmental relationship that enables synergetic purposeful conversation to reflect on experiences, make informed decisions and act upon ideas generated

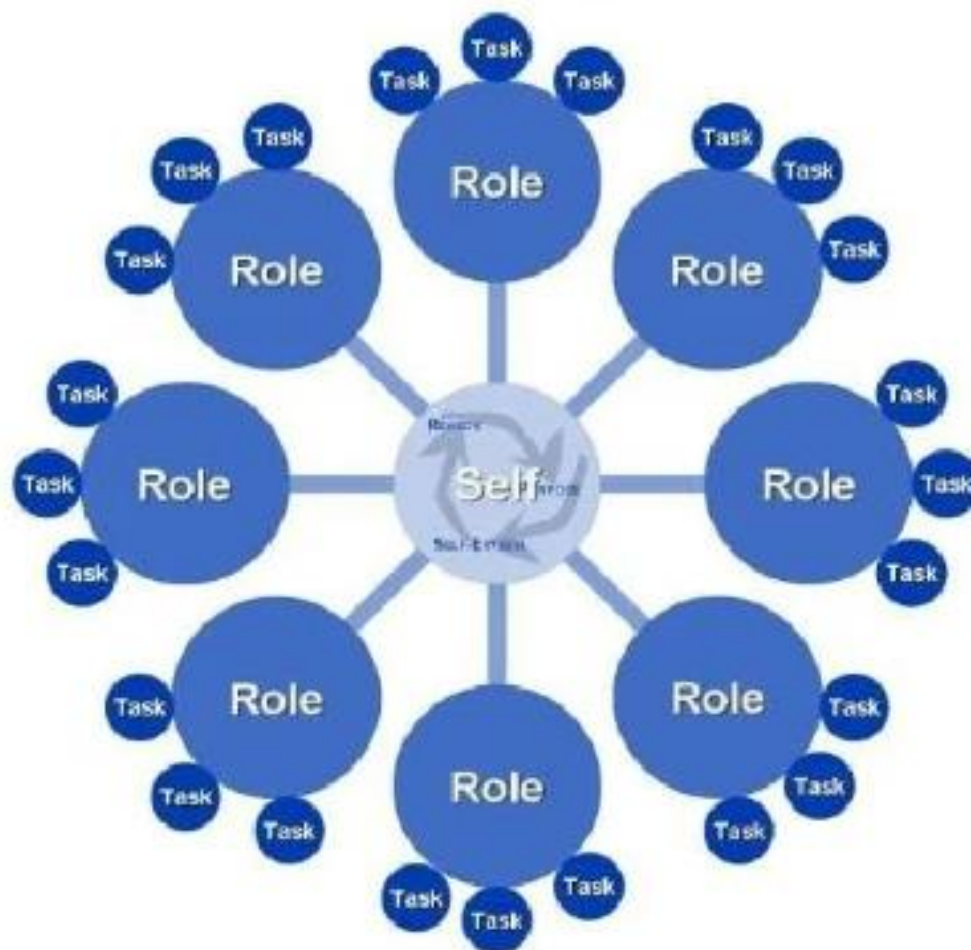




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Roles played by a Mentor

- Teacher
- Guide
- Counselor
- Motivator
- Coach
- Advisor
- Referral Agent
- Role Model
- Door Opener





Principles of Great Mentoring

LISTEN

L

•Listen and Understand

I

•Inspire and Motivate

S

•Support and Guide

T

•Two-way Process

E

•Establish Respect

N

•Never Exceed the Bounds of Your Role



**Thank You very much for your
Attention**

**Ahmet GÜNAYDIN!
Trainer**