



S.P.R.E.A.D.

Sharing Good Practices for European
Mobility Activities Development

Joint Short Term Staff Training #1

TUTORING AND MENTORING

Lisbon, 06 to 10 March 2017



**Tutoring includes early planning
... before participants are selected!**



Why with so much anticipation?

The working framework needs to be clear.

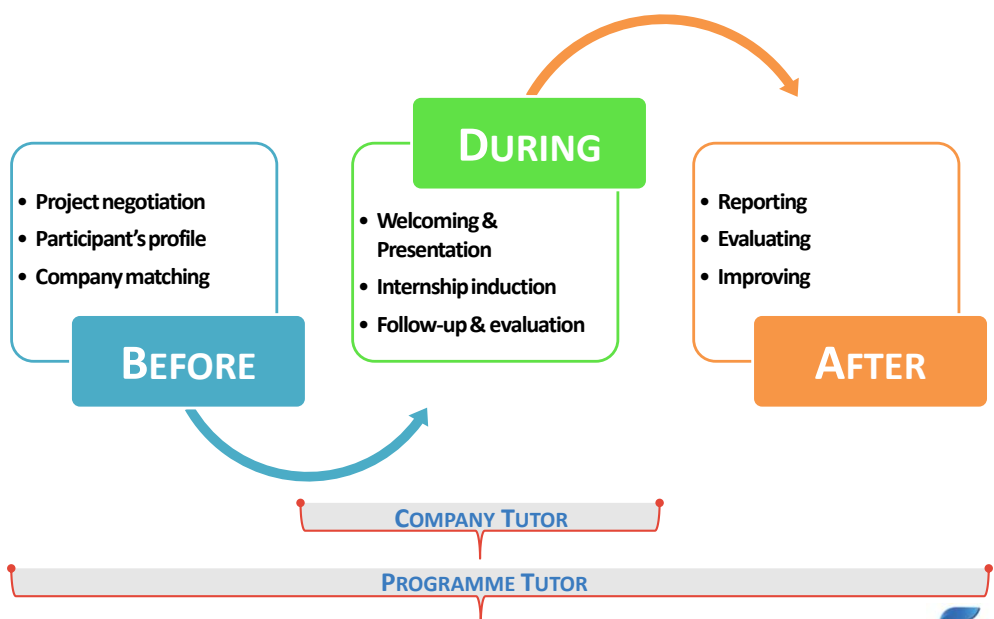
Our success in tutoring depends of:

- Common understanding of programme components
- Clear programme objectives
- Adjusted expectations of the participant
- Knowing the general profile of participants
- Having details of their VET preparation

"Tutoring and Mentoring" - Lisbon - 07 March 2017



Incoming Tutoring Timeline



"Tutoring and Mentoring" - Lisbon - 07 March 2017



Before:

- Project Negotiation -
- Participant's Profile -
- Company Matching -

Project Negotiation ⁽¹⁾

Purpose of negotiation with the project promoter, before or after project approval:

- To get to know project outline
- To confirm training objectives
- To establish general participants' profile
- To verify programme requirements, such as certification and evaluation
- To analyse the labour market and internship possibilities available in each work sector

Participant's Profile ⁽¹⁾

- **Purpose:**

- Analyse participants skills and needs/expectations
- Confirm school's training course requirements
- Establish the adequate internship content and type of company

- **What we do:**

- Receive and analyse participant's documents
- Match the participants' profile to their preferences
- Clarify with the participant preferences and studies

Supporting documents:

CV | Motivation letter | Application form | Certificate of studies | Portfolio

"Tutoring and Mentoring" - Lisbon - 07 March 2017



Company Matching ⁽¹⁾

- **Purpose:**

- Match the company type and training contents

- **What we do:**

- Company identification
- Participant proposal
- Internship confirmation
- Internship work plan: final match confirmation

"Tutoring and Mentoring" - Lisbon - 07 March 2017



During:

- Welcoming & Presentation -
- Internship Induction -
- Follow-up & Evaluation -

"Tutoring and Mentoring" - Lisbon - 07 March 2017



Welcoming & Presentation

- **Purpose:**

- Receive and make the participant feel welcomed
- Know the participant and create empathy and trust
- Be a element of security
- Review all programme details
- Discuss positive values, attitudes and behaviours

- **What we do:**

- First contact in airport
- Presentation meeting
- Confirm internship details
- Prepare the participant for the interview
- Accompany the participant to the interview in the company
- Personalised support

"Tutoring and Mentoring" - Lisbon - 07 March 2017



Internship Induction (1)

- **Purpose:**

- Reality check on the internship work plan
- Check participant integration in the company
- Include any needed adjustments

- **What we do with the company tutor:**

- First day of internship
- Procedures for project quality are set in motion
- Continuously reconfirm training goals, internship plan and learning outcomes.

Supporting documents:

Internship work plan (that may change | Tripartite training contract
| Assessment

“Tutoring and Mentoring” - Lisbon – 07 March 2017



Follow-up & Evaluation (1)

- **Purpose:**

- Monitor the participant’s internship in terms of adequacy of training goals and tasks
- Promote the participant’s growth in terms of professional but also social and personal skills

- **What we do:**

- Evaluation meetings:
 - First evaluation
 - Informal Meetings
 - Final evaluation
 - Regular contact with the company
 - Individual meetings

“Tutoring and Mentoring” - Lisbon – 07 March 2017



Follow-up & Evaluation: **First evaluation**

- **Focus:**
 - Internship:
 - Work plan
 - Life in general
 - Future
- **What we do:**
 - After the 2 weeks adaptation period
 - Oral evaluation where participant express themselves
 - Written evaluation
 - Collective, with individual sessions when needed

“Tutoring and Mentoring” - Lisbon – 07 March 2017



Follow-up & Evaluation: **Informal Meetings**

- **Focus:**
 - Promote integration, socialisation and interculturality
 - Direct observation in social and informal context
 - Informal follow-up
- **What we do:**
 - Meeting in a bar in the city centre after work
 - Offering a drink
 - Questioning about pending issues or asking “what’s new”
 - Observing dynamics and non-verbal communication

“Tutoring and Mentoring” - Lisbon – 07 March 2017



Follow-up & Evaluation: **Regular contact w/ company tutor**

- **Focus:**
 - Involve and motivate the company tutor
 - Collect feedbacks of other persons and with other perspectives
 - Mediate the relations, perceptions and perspectives
- **What we do :**
 - Calls and/or emails to company tutor
 - Discuss challenges and difficulties that might appear
 - Make proposals of changes and new strategies
 - Support in documentation

“Tutoring and Mentoring” - Lisbon – 07 March 2017



Follow-up & Evaluation: **Individual meetings**

- **Focus:**
 - Tailor the support and tutoring to each participant's needs
 - More intensive conversations with more fragile or complicated participants
 - Give space and confidentiality to participants
- **What we do :**
 - Private face to face appointments
 - New procedures/actions
 - Mobilise persons, institutions and resources involved
 - Make regular calls to verify progress/solutions

“Tutoring and Mentoring” - Lisbon – 07 March 2017



Follow-up & Evaluation: **Final evaluation**

- **Focus:**
 - Make a first balance of on personal growth and professional improvement
 - Highlight lessons, conclusions and plans for the future
 - Collect information and documents
- **What we do:**
 - Group meeting in the last week (individual when needed)
 - Oral evaluation
 - Written evaluation
 - Group picture

Supporting documents:

Certificate | Company Tutor Evaluation | EUROPASS | ECVET

“Tutoring and Mentoring” - Lisbon – 07 March 2017



Thank you!

“Tutoring and Mentoring” - Lisbon – 07 March 2017

