Training Course

"Mentor's Training Course"

Introduction

Aproximar – Cooperativa de Solidariedade Social, CRL is a non-profit organisation aiming to enhance organisations' social and human capital as a strategy to build their capacity to take advantage of challenges and opportunities raised by the external conditions and be sustainable. Aproximar develops, organizes & manages different consultancy and training programmes involving areas like mentoring, coaching, fundraising, quality management, social support, volunteering, social innovation processes (new product development, tailored made programmes and transferring of good practices). The programmes always combine social science (knowledge), active methods (people) and suitable tools (technology)..

We believe each organisation owns resources to be improved and valued to increase its mission fulfilment, efficient performance and positive impact within the communities and stakeholders in which they operate. The values that sustain Aproximar vision are: entrepreneurship, equal opportunities and innovation.

A. Training at Aproximar, CRL

We carry out effective and measurable training courses, based on the philosophy of "experiential learning", favouring active and collaborative methods (role plays, simulations, games - board and digital, field trips, mentoring, case studies, shadowing programs), embedded in a blended learning format that combines online sessions, group work and classroom sessions.

Aproximar's model of development of competencies relies on continuity through time as we keep track of all participants' knowledge deployment by:

- Liaison with all participants in the e-learning platform, providing new information, such as scientific articles, documents and other;

- Impact evaluation (6 and 12 months after) which allows us to motivate learners to apply their knowledge and to implement the products (e.g. projects, action plans, ...) they produce in workshops;

- Assessment of upcoming training needs and design of tailor-made training courses or consultancy services to address participants' needs to improve.

B. Quality Policy

At Aproximar, we are committed to quality principles:

- **Performance**, establishing clear goals and learning outcomes;

- **Reliability**, on the provision of adequate services that meet the needs of customers and partners and produce long-term results;

- **Compliance**, continuously meeting customer and partner needs as a result of the clarification of specifications and quality standards;

- **Sustainability**, based on continuity of services offered and keeping products availability (according to durability and financial viability);

- **Customization**, development of services and products that facilitate skills development, use and easier access and adaptability to customers and partners for whom services and products are developed.

Aproximar has a certification on delivering training courses from DGERT (Portuguese entity), that obliges a systematic approach to plan, conduct, monitor and evaluate all training courses.

For all participants, Aproximar issues a certificate of completion.

C. Framework

Mentoring is a process that involves the interaction between two individuals in which the mentee (apprentice) is in a position to benefit from the knowledge, skill, ability, or experience of the mentor (Finnegan et al, 2010).

The creation of a model of mentoring implies that people involved are well prepared and aware of what mentoring indeed stands for. Therefore, all participants in the implementation of the mentoring model must first be prepared. In a mentoring programme, there are two crucial roles: mentee and mentor. Mentor is the person who shares his time, knowledge and experience, providing mentee with practical tools and developing his personal, social and employability competences (Foster et al, 2014).

This training course is designed in a **combination of asynchronous and synchronous access**.

D. Course Delivery

Online sessions (asynchronous) will provide the theoretical knowledge required for the training programme. This will take place via an e-learning platform. Within this e-learning platform, learners will be able to locate learning materials such as presentations, research papers and other relevant publications. These resources are available for a period of 6 months.

The synchronous sessions will focus on key themes of theoretical knowledge, debates, sharing experiences and mainly on practical exercises such as role-plays, group dynamics or group assignments. The training course foresees a mentoring simulation pathway between participants to mobilize skills for a mentoring relationship.

E. Objectives and Learning Outcomes

This training course aims to develop the necessary competences to perform the role of a mentor and the highlights of a mentoring programme.

By the end of this training course, learners will be able to:

- Recognize the basis of mentoring;
- Recognize different mentoring styles and tools;
- Develop an understanding of mentor's roles and expectations;
- Gain tools and strategies to build up mentoring relationships;
- Learn strategies for effective mentoring;
- Critically reflect on strategies for overcoming difficulties;
- Acquire practical experience on the mentoring process.

F. Intended Audience

This training course suits every **professional who is willing to become a mentor**, in different settings and areas of intervention, but mainly with disadvantaged groups. This training course is designed for professionals willing to improve their performance.

G. Resources

a. Human Resources: Trainers and secretariat from Aproximar.

b. Facilities required for receiving organisation: Aproximar will share the link for the synchronous sessions, which will be held via Zoom platform.

c. Logistics provided: training course documentation, certificates.

H. Regulations

Aproximar has a Regulation for Training Courses, which describes all procedures, namely the number of hours learners must attend to gain a certificate (80% of total hours). This document will be available for all participants in the e-learning platform.

The main steps for the quality of Aproximar's training are:

a) Pre and post assessment of competences (using an online tool);

b) Training impact evaluation (6 and 12 months after training course).

I. Programme

The training programme is focused on key themes and practical exercises to reinforce competences. The total learning hours is **18 hours.**

	Monday	**Tuesday**	**Wednesday**	**Thursday**
Morning: *10:00-12:30 CET*	> Welcome & presentation Get to know each other **Mentoring basics:** *definition, skills*	>Energizer **Be a mentor:** *Get to know the mentee, build trust, stages of mentoring*	>Energizer **Mentoring styles and tools:** *Feedback, empowerment, goals and action plan*	>Energizer **Mentoring for employability:** *Role-play, Case discussion, limits and boundaries*
Afternoon: *Self-paced*	1 Presentation for each topic Literature reviews (from MOMIE, MEGAN and Mpath) Reports			

J. Suspension of Activities

The Training course will only occur with a minimum of 10 participants. Any dropouts should be announced to Aproximar, CRL as soon as possible.

K. Calendar

The calendar for the training course is from **31st May to 3rd June, 2021**.

L. Investment:

125€

Payment method:

The registration is only considered valid after receipt of the respective proof of payment to the email formar@aproximar.pt. Payment is made by bank transfer to IBAN: PT50 0035 0325 00008687330 71. Please, in the transfer description, indicate the name of the course and name of the trainee and then send the proof to the email indicated above.

Aproximar, Cooperativa de Solidariedade Social, CRL

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