

## ILPO55 REFERENCE FRAMEWORK - EMPLOYABILITY PORTFOLIO

### TOOL 1 – MENTORING PLAN

#### Introduction

The notion of Mentoring and guidance is central to the ILPO55 Reference Framework and Employability portfolio. Each individual wishing to undergo a process of development (both personal and career oriented) needs to be guided prior to undertaking such process as well as during its execution. The role of the mentor is therefore very important as it gives the individual a point of reference:

- 1) with whom to discuss personal goals and any difficulties and/or doubts holding him/her back from achieving them;
- 2) with whom to trace the plan and tasks for the achievement of his/her pre-set goals for self and career amelioration;
- 3) to turn to for advice regarding any issues and or difficulties encountered during the execution of the tasks forming part of the plan for improvement.

The mentoring plan is the first tool in the ILPO55 Employability Portfolio. Research conducted during the ILPO55 project lead the ILPO55 consortium to identify and confirm Mentoring as a key tool for the development of the Over 55 employees within the Financial Services Sector, and hence the decision to place the Mentoring Plan as the first Tool of the Employability Portfolio.

The aim of the Mentoring plan within the ILPO55 Employability Portfolio is to ensure that the Over 55 individuals choosing to follow the ILPO55 Employability Portfolio process are given the necessary support, guidance and feedback as they fill in and submit the various tools within the Portfolio. Within the Mentoring Plan, the Mentor and Mentee should take the opportunity to discuss the mentee's goals for the future and draw a plan for the successful achievement of such goals.

#### Recommendations for Use

The Mentoring Plan should be used in conjunction with the ILPO55 Mentoring Method for details on the use of the GROW model and the notion of mentoring within the ILPO55 Reference Framework. The Mentoring Plan Template (below) includes instructions on the use of its specific sections. These should facilitate comprehension on the aim of the different sections within the template.

The Mentoring Plan should be the first tool to be used with any instance of ILPO55 Employability Portfolio provision. Any organisation wishing to offer any of the Tools within the ILPO55 Reference Framework and Employability Portfolio should also provide mentoring, regardless of whether the entire process (comprising all tools) is being used or not.

Although the Mentoring Plan is placed at the start of the ILPO55 Employability Portfolio; the ILPO55 Consortium envisages it as an ongoing tool which is to accompany the mentee through the execution of the seven tools forming the Portfolio. The Mentoring Plan should therefore be seen as a living organism which feeds-off the results and outcomes of the other tools of the Framework in order to shift and update. This means that the Mentor should follow the mentee throughout the entire process of the Framework; record and discuss the results of the various tools, and update the Mentoring plan accordingly in order to ensure that the mentee is able to meet his/her goals.

The ILPO55 Consortium recommends the use of the GROW model as a base for the structure of their mentoring sessions. Detailed instructions on how this should be implemented can be found in the ILPO55 Mentoring Method document.

Like other tools within the ILPO55 Employability Portfolio, the mentoring plan should be seen as the responsibility of the mentee (the Over 55 individual). The Mentor should be responsible of guiding the mentee into taking ownership of the design any decisions which will have an impact his/her future.

The ILPO55 Consortium recommends that in cases where the Mentee is following the ILPO55 Employability Portfolio Process, mentoring meetings are scheduled as a minimum on a bi-weekly schedule. The Mentoring Plan should be filled in with as much detail as possible and any updated frequently (if possible following each mentoring session).



**SECTION C: MENTEE CAREER GOALS**

**Note to Mentor: In order to complete this section the use of the GROW Model is Recommended. In addition kindly refer to the ILPO55 Mentoring Methodology Document for more information on the use of such model.**

**1. Overall Career Goal:**

**2. 10-Year Career Goal:**

**3. 5-Year Career Goal:**

**SECTION D: PLANS FOR ONGOING MENTORING MEETINGS**

**Note to Mentor: Briefly describe the frequency of meetings planned between the mentor-mentee.**

Establish and agree a frequency of communication	<input type="checkbox"/>	Bi-Weekly <i>(ideal if mentee is following the ILPO55 Employability Portfolio Process)</i>
	<input type="checkbox"/>	Once Every month
	<input type="checkbox"/>	Once Every 3 months
	<input type="checkbox"/>	Once Every 6 months
	<input type="checkbox"/>	Once per year
Agree on a method/s for communication <i>(you may tick more than one option)</i>	<input type="checkbox"/>	E-mail
	<input type="checkbox"/>	Telephone
	<input type="checkbox"/>	Skype
	<input type="checkbox"/>	Face to Face Meetings
	<input type="checkbox"/>	Other: _____

**SECTION E: REVIEW OF COMPETENCY EVALUATION PROCESS AND TOOLS**

**In this section the Mentee needs to inform the mentor on which tools from the ILPO55 Framework s/he has followed; is following or plans to follow as part of his/her process. This is important for the mentor, so that s/ can structure the mentoring sessions to provide assistance to the mentee according to the process s/he is following/ has decided to follow.**

Identify the competency/ies, tools and method/s used:	<input type="checkbox"/>	Competency Evaluation Questionnaire
	<input type="checkbox"/>	E-Portfolio
	<input type="checkbox"/>	Career Development Plan
	<input type="checkbox"/>	Self-Reflection Exercise
	<input type="checkbox"/>	Adult Trainer Qualification
	<input type="checkbox"/>	Social Responsibility Facilitator Qualification
	<input type="checkbox"/>	Other: _____

**SECTION F: FORMAL EVALUATION**

**Note: In this section both the Mentor and the Mentee will have the opportunity to provide feedback on the Mentoring experience. Two separate sheets (one for the mentor and one for the mentee) have been prepared and can be found below. Following the submission of the evaluation, the Mentoring Plan report is to be merged (including feedback from both parties) and signed by both the Mentor and the mentee. The Mentor and Mentee should review the feedback written by both sides and plan a session in order to discuss accordingly.**

### F1: Evaluation of the Mentee's Progress

**Note:** This section is to be completed by the Mentor who should focus on:

1. the Mentee's progress towards each of the milestones outlined earlier in the mentoring plan;
2. the overall experience with the mentee and what in his opinions were the strengths and areas for improvement.



**F2: Evaluation of Mentor**

**Note: This section is to be filled in by the Mentee who reflect on the mentoring experience and Evaluate the Mentor focusing mainly:**

- 1. On his/her availability and the level of support s/he provided;**
- 2. On the meetings held and their impact towards the preset milestones, and;**
- 3. the overall experience with the mentee and what in his opinions were the strengths and areas for improvement.**

SECTION G: SIGNATURES	
MENTOR	MENTEE
Name & Surname:	Name & Surname:
Signature:	Signature:
Date:	Date: