

## Management and Monitoring tools for blended Mentoring process on employment related issues

	Title of the tool	Type of tool: MANDATORY (M) or OPTIONAL (O)	Who fills in the tool (Manager, Mentor or Mentee)	WHEN the tool should be filled-in	Comment/-s	Will this tool be uploaded to the e- Learning platform for common use? WHO is responsible for uploading?
1.	<a href="#">Mentee's Profile</a>	M	Manager	During the selection phase	Manager makes the selection of the mentees using this tool to learn if mentees' needs on the planned mentoring process could be fulfilled	No
2.	<a href="#">Personal goals and objectives</a>	M	Mentee	During the 1 <sup>st</sup> mentoring session	Mentor is facilitating when mentee fills-in the template of this tool. This document will be used during monitoring mentoring sessions (mid-term and final) together with tool No.7 and 13	Yes. Mentor uploads the final document to the e-Learning platform.
3.	<a href="#">Group's goals and objectives</a>	M	Mentees	During the 1 <sup>st</sup> mentoring session	Mentor is facilitating when mentee fills-in the template of this tool. This document will be used during monitoring mentoring sessions (mid-term and final) together with tool No.7 and 13	Yes. Mentor uploads the final document to the e-Learning platform
4.	<a href="#">Contract between 3M-Actors</a>	M	Manager, Mentor, Mentees	During the 1 <sup>st</sup> mentoring session	The signing of Contract is initiated by Manager to be signed by 3M-Actors. Contract could be updated by Manager within the mentoring process upon all actors' agreement.	Yes. Manager is responsible for uploading this tool to e-Learning platform.
5.	<a href="#">Session plan for Mentoring on employment related issues</a>	M	Mentor	During each mentoring session	Mentor is responsible for developing and updating this session plan. Dates of the mentoring sessions and titles of each session could be defined in advance for the whole mentoring period or filled-in after each mentoring session.	Yes. Mentor is responsible for uploading the updated version of this tool
6.	<a href="#">Diary of Mentoring on employment related</a>	M	Mentee	During each mentoring session	In the group mentoring, mentees fill-in the diary on rota basis. Mentee sends the filled in Diary to	Yes. Mentor is responsible

	<a href="#">issues</a>				Mentor by e-mail and the mentor add short comments for each session.	for uploading the updated version of diary
7.	<a href="#">Monitoring Initial questionnaire for Mentee</a>	M	Mentee	During the 1 <sup>st</sup> mentoring session	Manager facilitates the process of filling in this questionnaire. This is important tool for Manager to organise Monitoring of Mentoring process. This initial questionnaire defines the initial needs of Mentees. It will be complementary with questionnaire No.13 , which helps Manager to evaluate how the needs of Mentees have been fulfilled within the mentoring process.	Yes. Manager is responsible for uploading this tool
8.	<a href="#">Self-check questionnaire for a person to be a Mentor</a>	O	Mentor	During the selection phase	Could be used by Manager as additional tool for selection of Mentors.	No
9.	<a href="#">Common list of participants of blended Mentoring</a> (Manager, Mentor and Mentees)	O	Mentor and Mentees	During the 1 <sup>st</sup> and final sessions	To be used if it is required by Manager.	No
10.	<a href="#">Plan for the mid-term Monitoring of Mentoring process</a>	O	Manager	In the middle of Mentoring process	This tool is a part of monitoring process and can be used in case if Manager organises mid-term monitoring evaluation. This document provides some questions for Manager on how to monitor the progress of blended mentoring.	No
11.	<a href="#">Monitoring questions for the Mid-term Interview with Mentors and Mentees</a>	O	Manager	In the middle of Mentoring process	This tool is a part of monitoring process and can be used in case if Manager organises mid-term monitoring evaluation. This document provides some questions for Manager on how to monitor the progress of blended mentoring.	No
12.	<a href="#">Monitoring questions for the final discussion on Mentoring process</a>	O	Manager	During final session	This tool is a part of final Monitoring session. It helps Manager to formulate possible questions which could be discussed in addition to the final monitoring questionnaires No.13 and No.14.	No

13.	<a href="#">Final monitoring questionnaire for Mentee</a>	M	Mentee	During the final mentoring session	This is important tool for Manager to organise Monitoring of Mentoring process. This final monitoring questionnaire helps to evaluate on how the needs of Mentees were fulfilled within the mentoring g process. It is complementary with the questionnaire No.7.	Yes. Manager is responsible for uploading the tool after the completing by Mentee
14.	<a href="#">Final monitoring questionnaire for Mentor</a>	O	Mentor	During the final mentoring session	This tool is a part of Mentoring Monitoring. Manager could use it to realise how the Mentor was satisfied by the mentoring process and what could be improved for future mentoring.	No