

**REVERSE MENTORING FOR IMPROVING E-SKILLS  
ADULTS FOR DIGITAL COMPETENCES  
“MENTORING CHANGE”**

2021-1-ES01-KA210-ADU-000035043

**EVENT TRAINING FOR MENTORS  
ROLE TUTORS**



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## YOUR ROLE AND RESPONSIBILITIES AS A TUTOR

- ▶ Preparation of the lesson plan according to the mentees' profiles;
- ▶ Leading the local short-term training sessions;
- ▶ Providing assignments to the mentees;
- ▶ Support the mentees during the whole training period;
- ▶ Evaluate the results received from the mentees' assignments;
- ▶ Provide a short report to the project coordinator on the progress of the short-term training sessions.



## PREPARATION & PLANNING

- ▶ Get organized (make sure your connection is good (in case of online sessions), make sure the space where the meeting will take place is equipped with everything you will need (in case of face-to-face sessions), make sure you have the things you need).
- ▶ Prepare material thoroughly (prepare at least 4 tasks related to digital skills that you will later assign to the mentees).
- ▶ Test the online platform which will be used for the training to see if you have any difficulties using it.



## PREPARATION & PLANNING

- ▶ Prepare an icebreaker activity (get to know the mentees, and allow them to get to know you).
- ▶ Make a strong start (overheads with information on them such as your name and contact details, an outline of the tutorial session and objectives, what's going to happen, etc.)
- ▶ Talk to the group about your expectations of them, and ask about what expectations they have of you.
- ▶ Facilitate the tutorial session, don't dominate.

# IMPLEMENTATION OF THE SHORT-TERM TRAINING EVENTS

## ► Step 1: Preliminary Online Meeting

- Meet the mentees and introduce yourself;
- Present the tutoring process and what is asked the mentees to do;
- Define the mentees' learning needs and profile, by using the Framework for establishing mentoring objectives.
- Let the mentees fill in the documents;
- Once filled review them with the mentees and together establish a lesson plan;
- Present the Chamilo platform to the mentees, ask them to sign up and explain them what they need to do;
- Assign tasks and define deadlines.



## IMPLEMENTATION OF THE SHORT-TERM TRAINING EVENTS

### ► **Step 2: Individual Work**

Mentees will be working individually on the platform and the tasks you have already assigned to them. The period during which they have to work will depend on the group. It can be from 2 weeks up to a month.

During this period, you should often check the platform and the mentees' progress in it. Also, it may be needed to organize pair-to-pair meetings with the mentees if you think it is necessary.





# IMPLEMENTATION OF THE SHORT-TERM TRAINING EVENTS

## ► Step 3: Final Meeting & Evaluation

Once the individual working period is completed you need to establish a final meeting with all your mentees. The goal of this meeting is to discuss with them and collect feedback about their experience participating in these short-term trainings, as well as to evaluate their progress comparing their status in the beginning of the training and their status upon the training's completion.

# IMPLEMENTATION OF THE SHORT-TERM TRAINING EVENTS

## ► Step 4: Reporting

A short report explaining the whole training procedure, as well as the progress of the mentees participating has to be developed. In this report, you should briefly mention the number of mentees, their profile, the amount of time it took to complete the training, the way you have implemented it (online or face-to-face), the results of the training.





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