# NUI GalwayMATCHING PRO-FORMA: MENTEE

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| --- | --- |
| **Name** | **Years with the organisation**  |
| **College/School/discipline** | **Grade** |
| **Location** |  |
| **Tel/mobile numbers****Email** |  |

*The information given below will be used to match mentors and mentees. It will be held confidentially and no details will be directly provided to another mentee or any other person.*

**Work Experience & Background (include total years’ experience)**

**Education/Qualification**

**Learning & Development undertaken in the past 2-3 years**

**Career Aspirations short/longterm**

**What would you like to gain from a mentoring relationship (See page 2 below )**

**My interests**

**Any other information which you feel may be of use in matching you**

Thank you for completing, please return to carmel.browne@nuigalway.ie

**MENTEE LEARNING NEEDS**

**Listed below are topics where learners often benefit from help and guidance. Please rate the importance of each skill to you (if at all) where 0 = of least importance to 3 = highly important.**

|  |  |
| --- | --- |
| **Career Management** | **General Support** |
| Developing career plansWorking towards career objectivesUsing personal networksUnderstanding the politics of the organisation | Managing selfUnderstanding personal strengths and limitations betterDeveloping self-confidenceImproving relationships with othersSupport when discouraged  |
| **Learning and Development** | **Specific Skills** |
| Establishing personal development goalsFinding ways round barriers to achieving learning goalsCreating opportunities for learning/ developmentImproving problem-solving ability Learning by reflecting on specific incidents at and outside workHaving existing patterns of thinking and acting challenged**Self-reliance**Taking control of own learningBecoming more self-aware Having greater self-respectBeing more self-motivated Having and using effective networksBeing equally comfortable working alone or in a team Having the confidence to take difficult decisionsKnowing when and how to tap others’ experiences to supplement/test out your own | Communications/Presentation skillsListening skillsDecision-makingKnowledge of the businessCommercial awarenessFinancial literacyCreativityProject managementLearning skillsTeamworkMotivation/leadershipDelegationQuality processesManaging meetings Planning and organisingProblem analysis and problem solvingPolitical awareness **Additional Skills and Experience**NetworksCommunity activityCounselling expertiseProfessional qualifications |