# NUI Galway MATCHING 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](mailto: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 plans  Working towards career objectives  Using personal networks  Understanding the politics of the organisation | Managing self  Understanding personal strengths and limitations better  Developing self-confidence  Improving relationships with others  Support when discouraged |
| **Learning and Development** | **Specific Skills** |
| Establishing personal development goals  Finding ways round barriers to achieving learning goals  Creating opportunities for learning/ development  Improving problem-solving ability  Learning by reflecting on specific incidents at and outside work  Having existing patterns of thinking and acting challenged  **Self-reliance**  Taking control of own learning  Becoming more self-aware  Having greater self-respect  Being more self-motivated  Having and using effective networks  Being equally comfortable working alone or in a team  Having the confidence to take difficult decisions  Knowing when and how to tap others’ experiences to supplement/test out your own | Communications/Presentation skills  Listening skills  Decision-making  Knowledge of the business  Commercial awareness  Financial literacy  Creativity  Project management  Learning skills  Teamwork  Motivation/leadership  Delegation  Quality processes  Managing meetings  Planning and organising  Problem analysis and problem solving  Political awareness  **Additional Skills and Experience**  Networks  Community activity  Counselling expertise  Professional qualifications |