# NUI GalwayMATCHING PRO-FORMA: MENTOR

# This document will be used solely to match mentors and mentees. Its contents will be treated in confidence. Please complete it and return it to carmel.browne@nuigalway.ie

**Contact data**

|  |  |
| --- | --- |
| Name | Date |
| Location | Role |
| Phone/mobile | e mail |

**Brief Biography**

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| *Please provide sufficient information on each topic so that someone reading it can get a sense of what you can do and what you are like, so that s/he can begin to judge whether you would work well together.***My Work Experience****Experience I could offer to a colleague** (personal skills, abilities, style, behaviour sets)**My interests****My views on mentoring and what I would like to put into, and gain from, the relationship** |

**Mentor Skills Checklist**

**Listed below are topics where learners often benefit from help and guidance. Please use this list to identify your strengths.**

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| --- | --- |
| **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 another’s experience 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 |