# NUI Galway MATCHING 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](mailto: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 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 another’s experience 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 |