



## PEER MENTORING PROGRAMME PARTICIPANTS HANDBOOK



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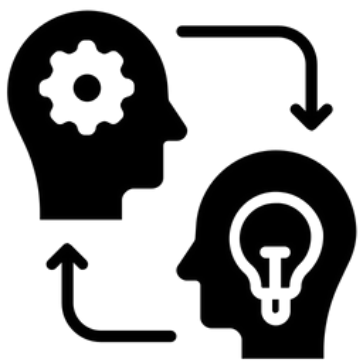
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# 1/ Peer Mentoring Programme Approach

Sharing knowledge is crucial. At the institutional level, new staff may not be able to find the right know-how, expertise or support. In addition, organizational culture enhancer, development tools and knowledge sharing opportunity are not always in place at the International Relations Office (IRO) level.

At the consortium level, there exists a pronounced requirement for the sharing of knowledge, given that International Relations Officers (IROs) are engaged in very similar undertakings. A collective of internationalization experts could potentially be accessible through networking. While staff members acknowledge the necessity for enhancing their daily tasks, there remains a need for a systematic approach to amalgamate their collective experiences and proficiency into a cohesive tool.

## OPEN-MINDEDNESS

## LEARNING

## COLLABORATION

### New form of mentorship

Traditionally, a mentor is perceived as having more experience than the mentee. What sets our Peer Mentoring Programme apart is its ability to pair individuals at similar levels in terms of experience, expertise, seniority, and more. Regardless of their backgrounds, participants can provide mutual support, offer guidance, and share insights. The primary objective of the Peer Mentoring Programme is to foster mutual understanding and idea exchange while facilitating the sharing of their respective knowledge and exemplary approaches.

#### SELECTION CRITERIA

There are no criteria to participate in the Peer Mentoring Programme. You are matched with a counterpart thanks to a semi-automated pairing based on your job functions, duty roles and/or the expertise you need/want to share

#### DURATION AND COMMITMENT

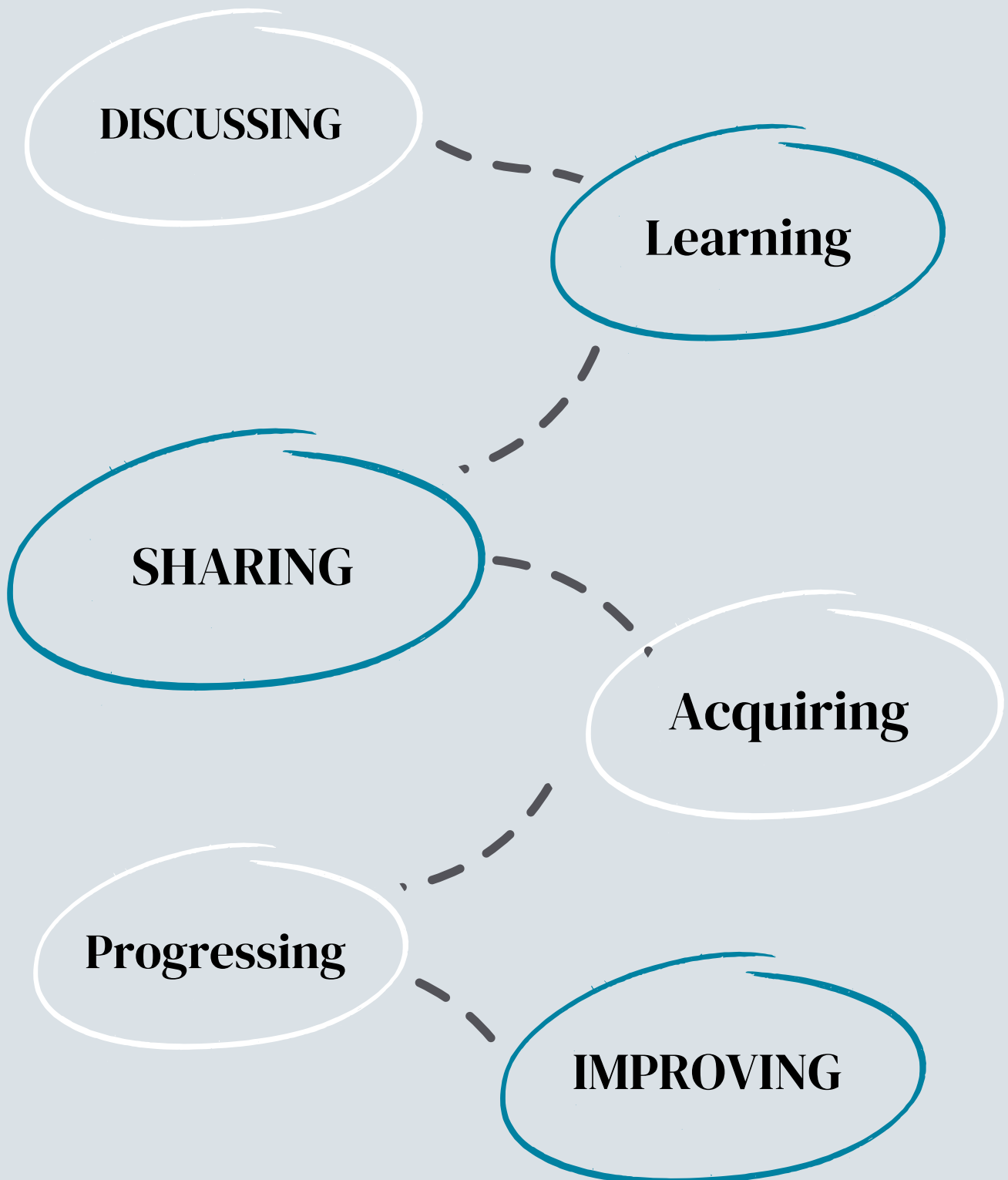
45 min every second week for 2 months  
(4 sessions)

### Composition of the tool/ templates and samples :

- Participants handbook
- Coordinators handbook
- Questionnaires (Survey D of the Benchmarking “IRO Operations”, enrolment, feedbacks)
- Peer Mentoring Programme subtools ( xls questionnaires, agenda form, mentoring log)
- Peer Mentoring Programme Matching Tool



## 2/ Why Participate?



### 3/ THE BEST TIPS FOR YOU

# To Be a Good Peer



## **Communication**

Communicate clearly and professionally with your peer. Communicate the specific areas you want to focus on during your mentorship.



## **Supervision**

Help your peer identifying their goals, exploring new ways, and develop new skills



## **Open-mindedness**

Let your peer know that you are available and willing to listen when needed.

## 4/ FIRST SESSION GUIDELINES

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At the first meeting, you can start by introducing your University, with a focus on the IRO structure and its scope of activities.

Introduce yourselves:



- Your **role inside the IRO** (describe your work and your daily/weekly activities).
- Your **professional experience** in the sector of International Relations
- Your achievements and challenges, and those of your office



- Agree on **the number of sessions and frequency, as well as on time and date**. [NB : the pilot programme is 4 sessions of 45 min within 2 months]
- **Discuss one or two topics** you would like to focus on for the duration of the programme.
- **Agree on the organization of each session** and complete the Agenda Form.



**Start discussing and sharing !**



# 5/ Peer-Mentoring Session Format

## Proposition of a format to design your sessions

### Session 1

#### 1 Introduction: Knowing each other

- Respective **roles inside the IRO** : describe your work and your daily/weekly activities
- Respective **professional experiences** in the field of International Relations
- Achievements and challenges** of your respective IROs

#### 2 Planification

- Agree on **the number of sessions and frequency**, as well as on **time and date**. [NB : the pilot programme is 4 sessions of 45 min within 2 months]
- Discuss **one or two topics** you would like to focus on the two next sessions

### Session 2

#### Topic 1

- Short Q&A session about the preceding session
- Presentation of a **particular challenge** by the Mentee
- **Input of the peers**
- **Discussion** (best practices, advice, ideas, etc.)

### Session 3

#### Topic 2

- Short Q&A session about the preceding session
- Presentation of a **particular challenge** by the Mentee
- **Input of the peers**
- Discussion** (best practices, advice, ideas, etc.)

### Session 4

- Do we have open points to discuss?
- Do we have another challenge?
- What have we gained from this experience?
- **Feedbacks**

## 6/ Mentoring Log

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This document can be completed by the peers for them to keep a written record of their meetings.

Date	Time	Topics discussed

## 7/ Agenda Form

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This document has to be completed by the peers. They should share this agenda form with their respective **direct supervisors** before the first session for them to be informed of their participation in the Peer Mentoring Programme.

Participant  
Name/Surname

Function in the IROs

Information about the other  
participant (name/surname +  
university)

Dates and times

Additional information

Session 1 :

Session 2 :

Session 3 :

Session 4 :