



PEER MENTORING PROGRAMME COORDINATORS HANDBOOK



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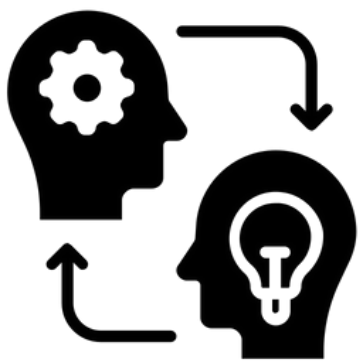
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Our Peer Mentoring Programme Approach

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

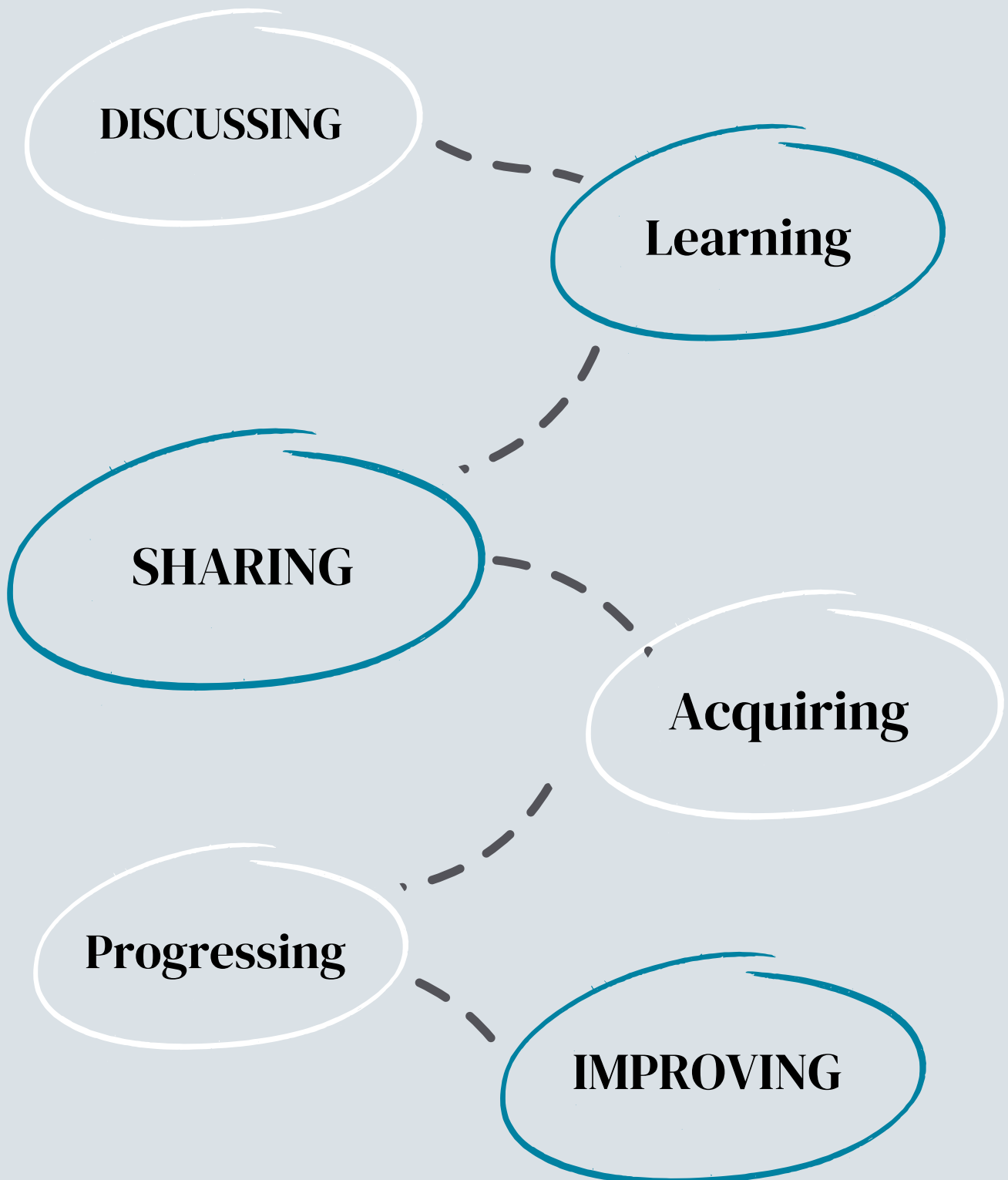
45 min every second week for 2 months
(4 sessions)

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



Why Participate?



THE BEST TIPS FOR YOU

To Be a Good Coordinator



Communication

Communicate clearly and professionally with the participants



Availability

Be available for the participants when needed.



Listening

Let the participants know that you are available and willing to listen when needed.

HOW TO LAUNCH A PEER MENTORING PROGRAMME?

ROADMAP

1

Send the **IRO work division questionnaire**

2

Identification of the potential participants based on their common activities and the expertise they want to share/need

3

Send an email to the IROs directors to explain what is the Peer Mentoring Programme and indicate who is going to be contacted among their team.

4

Pairing exercise

5

Invite paired participants and send the registration form

6

Send an email to the IROs directors to inform them that some of their staff members have been matched

7

Send an email to the participants to give them the information they need to start their Peer-Mentoring Programme (sending of the handbook)

8

At the end of the programme, **send the evaluation form** to the participants

9

2 weeks after the end of the programme, you can organise a **group discussion** with all the participants to discuss their experience



Various Communications

1/ Email to the directors and above: Information about the Peer Mentoring Programme

Dear colleagues,

I am happy to inform you that we are now ready to start our Peer Mentoring Programme.

Having a mentor at work has traditionally been associated with senior and more experienced employees providing advice and support to younger employees within the same organisation. The aim of our programme is to prove that we can all learn from each other. The programme has a focus on International Relations Office (IRO) and internationalisation sectors. It thus provides IRO staff with opportunities to connect with IRO staff from other universities all around the world.

The Peer Mentoring Programme is one of the simplest thing IROs can do to keep their employees engaged and motivated, and unlike traditional Mentoring, it allows for expertise-related relations based on common activities and interests instead of seniority ones.

You want to participate? It is very easy!

You just have to complete [the IRO work division questionnaire](#) for us to match the staff you will mention regarding their common activities, interests and language level.

Your staff will receive and email a few days after the completion of the questionnaire asking them to answer the enrolment questionnaire.

Here are the next steps for the selected participants:

- 1) Complete the Peer Mentoring enrolment questionnaire
- 2) Receive a confirmation and documentation
- 3) Participate in the sessions
- 4) Answer the evaluation questionnaire at the end of the programme

As directors of your institution IRO, I would like to thank you in advance for your cooperation and support for this Peer Mentoring Programme to be a success.

Do not forget to have a look at [the presentation attached](#) if you want to know more about our Peer Mentoring Programme.

On behalf of the Peer Mentoring Programme team,

Best,

XXX

[IRO work division questionnaire](#) : see the Mentoring Subtools file

Presentation: You can send the first page of the handbook (our Peer Mentoring Programme Approach) to the directors for us to better know what does the Peer Mentoring Programme consist in)

2/ Email to the paired participants: Registration form

Dear Participants,

Thank you for signing up to participate in our Peer Mentoring Programme. This programme would not exist without your interest and participation.

Hopefully, this Mentoring experience will help improve your knowledge of your sector of activity within your institution and across an alliance, and the world of International Relations will benefit, if just a little, from your involvement.

Our goal is that a relationship of guidance and mutual learning will result from these connections between IRO staff members. Your mentoring relationships should officially last 2 months. However, we hope that this partnership continues well beyond that!

In order to participate, please answer the following Registration Form before XXX:

[\[Insert the link to access the registration form\]](#)

Please take some time to indicate what you are interested in discussing for the matching to be as relevant as possible.

We can't wait to begin this Mentoring Programme with you all and make peer-assistance the key for success!

If you have any questions about the programme, please let us know.

On behalf of the Peer Mentoring Programme team,

Kind regards,



You can implement the registration and the evaluation forms in Limesurvey, Google Form or any other online survey tool you may know.

3/ Email to the selected participants: "You have been matched!"

Dear XXX and XXX,

You have been matched!

We are excited to share that you have been selected to participate in the Peer Mentoring Programme which is launched today on [insert the date]

Participating in the Peer Mentoring Programme provides you with the opportunity for learning new things and sharing knowledge. Whether you participate as a mentor or a mentee, we are sure that this experience will be rewarding for both of you!

How to start your Peer Mentoring Programme?

First things first, plan your meetings : we urge you to schedule your 4 sessions as the very first step. Share your respective availabilities with each other and allocate the 4 time slots.

Please note that the pilot is 45min every second week for maximum 2 months (4 sessions). However, you are free to meet more than 4 times if you want/need it. You just have to ask your director whether it is possible and or not and see if it will not affect your daily work.

The attached Mentoring Programme handbook and other documents aims at helping you during your journey. If you need further explanation and/or information, please contact : XXX

Enjoy your mentoring journey!

On behalf of the Peer Mentoring Programme team,

Best regards,

XXX

Email to the IRO directors: Summary table of the participants

Dear colleagues,

We are glad to inform you that some your IRO staff have been matched to participate in our Peer Mentoring Programme. We hope this experience will be fruitful both for the staff and your department.

We thank you again for your cooperation.

Here is a summary table of the staff that have been matched to participate:

| Name | Surname |
|------|---------|
| | |
| | |
| | |

They all have received an email to enroll in the Peer Mentoring Programme. Once they have registered, we will send them a confirmation email and guidelines on how to set up the programme.

Please feel free to contact XXX [insert the name + the email address] if you have any question or need further information.

On behalf of the Peer Mentoring Programme team,

Best regards,

XXX

Email to the participants : Evaluation Form

Dear participants,

I, on behalf of the Peer Mentoring Programme team, thank those who took the time out of their busy schedule to participate in the programme.

We hope the connections made will benefit the participants and we are excited to see the positive impact that it will have on you and your daily work.

The programme ends with a short evaluation. Could you please complete the Mentoring Evaluation Form before [insert the date]?

[\[Insert the link to access the evaluation form\]](#)

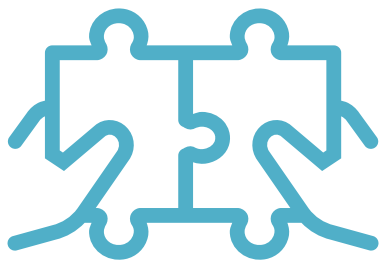
It is necessary for us to analyse the answers as they will enable us to improve our tool and provide International Relations Office staff with the best possible version of our Peer Mentoring Programme.

Thank you again for your time and your participation.

On behalf of the Peer Mentoring Programme team,

Best regards,

XXX



6/ Appendix : Peer Mentoring Programme Matching Tool

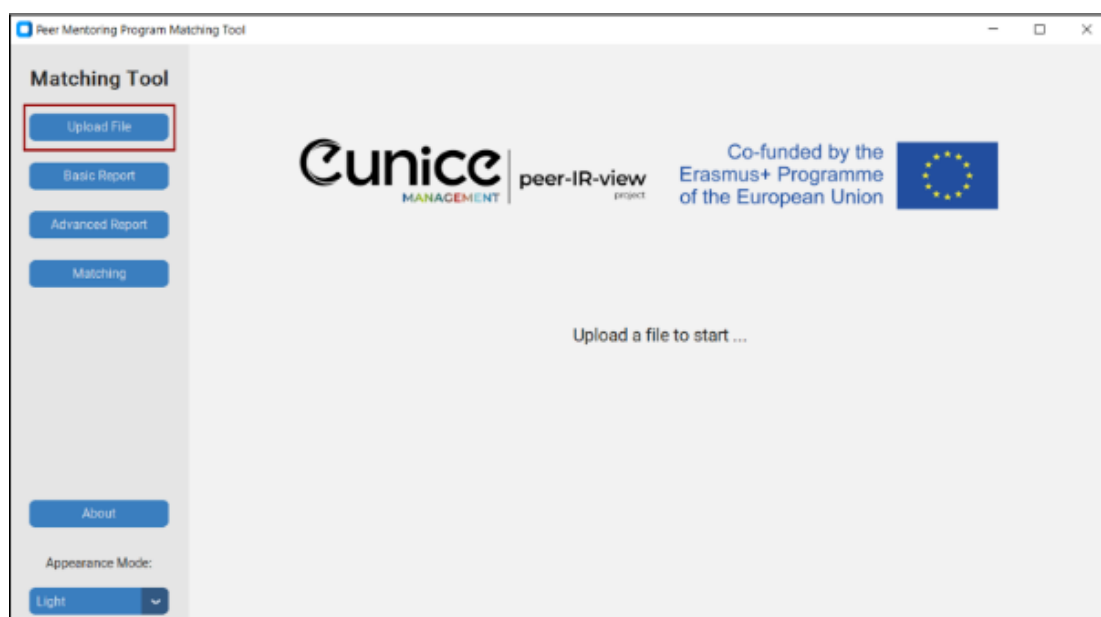
Once you have your pool of participants enrolled to participate in the programme, it is time to set up pairs: but how to pair them effectively?

Here are some guidelines for coordinators to use a tool created to help them matching the participants

Open the exe file named “The Peer Mentoring Programme Matching Tool”. The executable file provides the following functionalities:

1. File upload and conversion

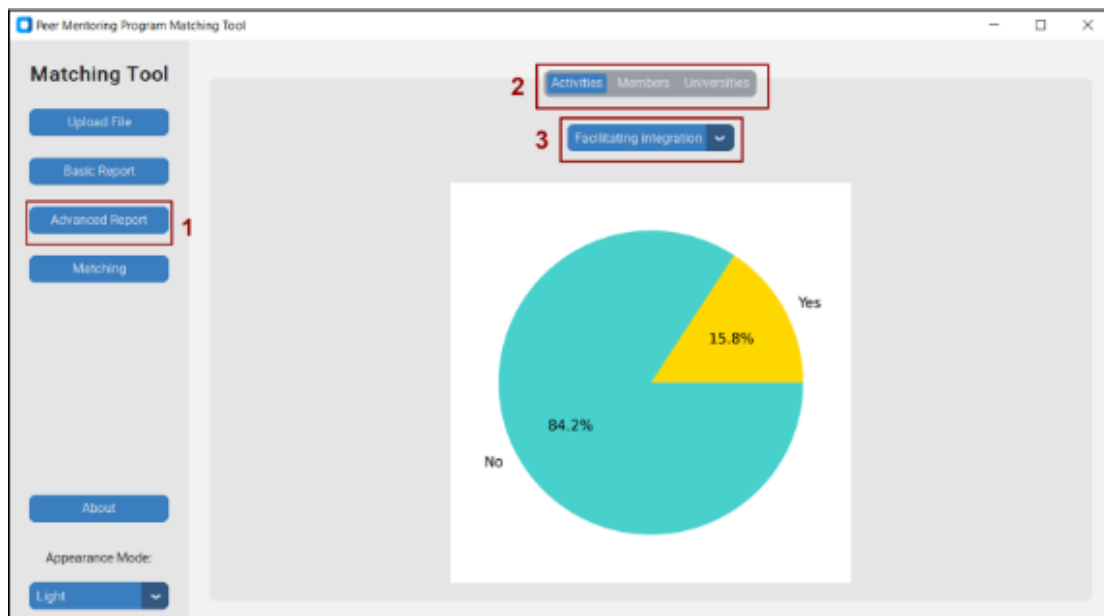
Upload File button runs on the .csv output of the Survey D of the Benchmarking tool (generated by Limesurvey), the file will be converted into a new file named “converted_report.xlsx” which will be saved in the same directory where the tool is located. This file contains the participants' emails and their answers to the survey.



Basic report generation is a feature of the Peer Mentoring Programme Matching Tool that provides basic statistics of the survey responses in the form of a bar chart. By clicking the Basic Report button, the tool will convert the uploaded csv file (that contains the results of the Survey D of the Benchmarking tool) to a graphical format (bar chart) that summarises the population for each task. An image will be saved in the *figures* folder in the tool directory with the name “*basic_report.png*”.



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4. Matching Participants

The tool facilitates the pairing of individuals who share common activities. The objective of the mentoring is to establish meaningful connections by linking dyads based on the extent of their shared activities. Each connection is quantified by a numerical, representing the number of shared activities. This process not only introduces individuals to potential new friends or collaborators but also underscores the significance of shared interests in fostering new relationships. By clicking the Matching button (1), another interface will be displayed in which you should enter the number of activities to consider in the matching process in the text input (2), then you click on the Run matching button (3). After that, the tool will run and match people that share the same activities and show the results in the interface. The results will be saved in a csv file with the name “*matching_results.csv*” in the same directory where the tool is located.

The screenshot shows the 'Peer Mentoring Program Matching Tool' interface after a matching process. The 'Matching' button on the left sidebar is highlighted with a red box and labeled '1'. A message at the top states: 'Matching is done, the results are shown below and saved in 'matching_results.csv' file'. The main area displays a table with three rows of results. The first row shows 'geraldine.berger@umons.ac.be' matched with a list of names. The second row shows 'adeline.delor@umons.ac.be' matched with a list of names. The third row shows 'maxime.boudart@umons.ac.be' matched with a list of names. At the bottom, a text input field is highlighted with a red box and labeled '2', containing the number '5'. To its right, the 'Run matching' button is highlighted with a red box and labeled '3'.

| | |
|------------------------------|--|
| geraldine.berger@umons.ac.be | magdalena.zawirska-wolniewicz@put.poznan.pl marta.kicinska@put.poznan.pl irena.bernard-granger@put.poznan.pl magdalena.siadok@put.poznan.pl olha.vakhrina@put.poznan.pl aurelie.bac@uphf.fr jonathan.brindle@uphf.fr victor.lecam@uphf.fr estelle.lemeur@uphf.fr martin.meyer@uwasa.fi outi.anttila@uwasa.fi pablo.diaz@unican.es |
| adeline.delor@umons.ac.be | magdalena.zawirska-wolniewicz@put.poznan.pl irena.bernard-granger@put.poznan.pl olha.vakhrina@put.poznan.pl aurelie.bac@uphf.fr jonathan.brindle@uphf.fr victor.lecam@uphf.fr estelle.lemeur@uphf.fr outi.anttila@uwasa.fi gemma.castro@unican.es mareike.kunze@b-tu.de michael.mannell@b-tu.de kathrin.bott@b-tu.de |
| maxime.boudart@umons.ac.be | tiphanie.prucost@uphf.fr virginia.martinez@unican.es |

5. “About“ button

By clicking the About button, another interface will be displayed in which you will find the information about the sponsors and the developers of The Peer Mentoring Programme Matching Tool.



6. Appearance Mode

You can change the mode of the tool between the dark, light or system mode through the Appearance Mode scrolling list.