

## EU Tourism Mentoring

2013-1-SK1-LEO05-06367

<http://www.adam-europe.eu/adam/project/view.htm?prj=11755>

## Project Information

Title: EU Tourism Mentoring  
Project Number: 2013-1-SK1-LEO05-06367  
Year: 2013  
Project Type: Transfer of Innovation  
Status: granted  
Country: SK-Slovakia  
Marketing Text: Five European partner organisations are implementing a 2-year project aims at transferring mentoring techniques used in the British HLTT sector to the same sector in Slovakia, Romania and Lithuania. 12 mentors from the recipient countries will be selected to participate in a pilot training cycle led by UK experts focussing on developing their mentoring skills. The mentors will regularly meet and lead their mentees. The project seeks to provide certificated recognition of the skills and competences gained by the mentors that match to the UK and European standards of competence for mentors. A "Mentoring Toolkit" is due in May 2015 which will include various areas concerning mentoring. It will reflect the topics covered in the mentors' training, their experience with the mentees, HLTT stakeholders' inputs. The toolkit is intended for organisations interested in implementing mentoring programs, would-be mentors and mentees and those eager to get involved in business mentoring.

Summary: The tourism is one of the most important economic sectors in each country, including SK, RO and LT. In spite of all of these countries having potential for tourism (land, hotels, history, art, vista etc) each still lack quality in the services provided.

The hotel, leisure, travel and tourism (HLTT) sector in most European countries lacks structure to skills development and career development planning. It displays a wide range of qualifications, profiles and standards, and training/teaching paths which are not unified. Additionally, SMEs in this sector display poor staff retention, inequality in promotion (more men than women), and minimal budgets to address the issues.

Mentoring - mutual learning and sharing - has become one of the most powerful developmental tools for any organisation to develop staff, standards and the organisation itself. This project uses the tested mentor development toolkit in HLTT sector, to transfer this innovation and knowledge to the importing nations (SK, RO and LT) as the first step to addressing these sector skills issues.

Within the EU, it is only the UK that has EQF-referenced qualifications that progress candidates towards a national (UK) industry standard of competence.

Aim: To create a training methodology standard for mentor development from a UK-developed product

EUTM's main objectives are to:

- transfer the Methodology and Training Path designed in the UK for mentors
- improve the training offer for mentors in the UK and Europe in close cooperation with employers and practitioners
- initiate the transfer of mentoring techniques though a mentoring pilot, identifying sector benefits.
- produce a final Methodology and Training Path designed for EU valorisation

Short-term impact on the HLTT sector; introducing the cost-effective means of developing staff - by first developing mentors, and thus developing mentees.

Longer-term impact; building capacity in organisations, with: managers, staff teams, trainers, mentoring professionals, VET institutions, public bodies.

Description: The EUTM project aims to transfer the innovation of mentor development toolkit designed in the UK by Fargold, with reference to the UK National Qualification Standard for Mentors, which is both a Methodology and a Training Path.

## Project Information

The mentoring toolkit/methodology already developed by the UK project partner, aiming to develop mentors for the HLTT sector. The toolkit is a practical and comprehensive guide covering every aspect of designing, managing and running a mentoring programme and provides an invaluable checklist of things to bear in mind when planning a structured mentoring programme. It comprises of three sections: The Co-ordinator guide, The Mentor Guide and The Mentee Guide. Each section provides guidance on roles and responsibilities, priorities, challenges and pitfalls, dos and don'ts, FAQs, processes and practical skills.

The transfer of innovation is realized mainly through the following steps:

- adaptation of the innovation to local needs
- translation of the innovation into Slovak, Lithuanian, Romanian
- pilot run (mentors' training pilot and mentoring training pilot) and evaluation
- final version realization
- dissemination

The adaptation of the training path and mentoring toolkit is being realized with close reference to the local context and the needs of the target groups. The mentor development toolkit will be adapted and tested by partner organisations as a path made up of 3 workshops for 42 hours in total, held in Slovakia, Lithuania and Romania. This action develops mentors in Slovakia, Romania and Lithuania.

The test of transferability of the techniques to different nations and to different types of learners is conducted via launching and testing of the mentoring training pilot. The partners in Slovakia, Romania and Lithuania have each identified individuals to work with. An average of three work days is allocated to each mentee so that each partner nation has at least 36 mentor work days to deploy to the individuals in development.

Both the mentor development programme and the mentoring pilots being undertaken in each receiving nation is utilised to provide focus group and gather participants' responses before proceeding, under the auspices of Gecko to a "final" version of the mentor development toolkit (training pathway).

- Themes: \*\*\* Lifelong learning  
 \*\*\* Enterprise, SME  
 \*\* Recognition, transparency, certification  
 \* Labor market
- Sectors: \*\*\* Accommodation and Food Service Activities  
 \*\*\* Education  
 \* Professional, Scientific and Technical Activities

Product Types: teaching material  
 website  
 program or curricula

Product information: The project will result in several products. One of them is the workbook with four parts and includes the four areas concerning mentoring that will be covered in the training path.

Part 1 – Co-ordinator Guide: This is the section aimed at all those who want to start a structured mentoring programme. It gives an overview of what mentoring is and gives guidance in those areas that are essential for setting up a successful programme, from designing a planning it to managing and running it.

Part 2 – Mentor Guide: This section is aimed at would be mentors and those who are doing mentoring informally. It covers responsibilities, skills, values, techniques and includes useful templates.

Part 3 – Mentee Guide: This section is aimed at would be mentees and is intending to help mentees focus on what they want to get out our of mentoring, how to behave with their mentors and includes useful templates.

## Project Information

Part 4 – Business Mentoring: This section is an introduction to business mentoring and explains the levels of knowledge, experience and understanding required to be a good business mentor. It is designed to go hand in hand with the Mentor Guide.

Other results include:

- context analysis and best practice
- adapted, Europeanised and translated mentoring toolkit in the national languages of the imported nations
- training and development of the aspiring mentors in the imported nations via workshops (hosted in SK, RO and LT), testing methodology and training path
- mentoring pilot (matching mentors and mentees, mentoring process, evaluation of results and experience gained during training path pilots)
- evaluated materials based upon the results and experience gained, its dissemination and exploitation
- website

Projecthomepage: [www.eumentoring.com](http://www.eumentoring.com)

## Project Contractor

Name: Slovak Business Agency  
City: Bratislava  
Country/Region: Západné Slovensko  
Country: SK-Slovakia  
Organization Type: public institution  
Homepage: <http://www.sbagency.sk>

## Contact Person

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## Partner

### Partner 1

Name: Gecko Programmes Ltd  
City: Wolverhampton  
Country/Region: West Midlands  
Country: UK-United Kingdom  
Organization Type: others  
Homepage: <http://www.geckoprogrammes.co.uk>

### Partner 2

Name: VSI SARETAS - International Cooperation & Research Network  
City: Kaunas  
Country/Region: Lietuva  
Country: LT-Lithuania  
Organization Type: others  
Homepage: <http://www.saretas.org>

### Partner 3

Name: SC GROUP G4 PROMOTION SRL  
City: PITESTI  
Country/Region: Sud  
Country: RO-Romania  
Organization Type: others  
Homepage: <http://www.activtours.ro>

### Partner 4

Name: Fargold Ltd T/A Shine P&P  
City: London  
Country/Region: Outer London  
Country: UK-United Kingdom  
Organization Type: others  
Homepage: <http://www.shinepeopleandplaces.co.uk>

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## Project Files

### EU MENTORING\_interview.avi

[http://www.adam-europe.eu/prj/11755/prj/EU%20MENTORING\\_interview.avi](http://www.adam-europe.eu/prj/11755/prj/EU%20MENTORING_interview.avi)

Interview with Gaby Marcon Clark, the Director of Shine People and Places who designed and runs the mentor development training

### EU MENTORING\_kratke.avi

[http://www.adam-europe.eu/prj/11755/prj/EU%20MENTORING\\_kratke.avi](http://www.adam-europe.eu/prj/11755/prj/EU%20MENTORING_kratke.avi)

A short video from the 1st workshops developing mentors in Lithuania, Romania and Slovakia, held in Bratislava, 11th-13th June 2014

### EU\_mentoring\_LT.pdf

[http://www.adam-europe.eu/prj/11755/prj/EU\\_mentoring\\_LT.pdf](http://www.adam-europe.eu/prj/11755/prj/EU_mentoring_LT.pdf)

EU Tourism Mentoring flyer - Lithuanian

### EU\_mentoring\_RO.pdf

[http://www.adam-europe.eu/prj/11755/prj/EU\\_mentoring\\_RO.pdf](http://www.adam-europe.eu/prj/11755/prj/EU_mentoring_RO.pdf)

EU Tourism Mentoring flyer - Romanian

### EU\_mentoring\_SK.pdf

[http://www.adam-europe.eu/prj/11755/prj/EU\\_mentoring\\_SK.pdf](http://www.adam-europe.eu/prj/11755/prj/EU_mentoring_SK.pdf)

EU Tourism Mentoring flyer - Slovak

### flyer\_en.pdf

[http://www.adam-europe.eu/prj/11755/prj/flyer\\_en.pdf](http://www.adam-europe.eu/prj/11755/prj/flyer_en.pdf)

EU Tourism Mentoring flyer - English

### Manual despre mentorat.pdf

<http://www.adam-europe.eu/prj/11755/prj/Manual%20despre%20mentorat.pdf>

### Mentoringova prirucka nahlad.pdf

<http://www.adam-europe.eu/prj/11755/prj/Mentoringova%20prirucka%20nahlad.pdf>

### Mentoring toolkit.pdf

<http://www.adam-europe.eu/prj/11755/prj/Mentoring%20toolkit.pdf>

### Mentorystes vadovelis.pdf

<http://www.adam-europe.eu/prj/11755/prj/Mentorystes%20vadovelis.pdf>

### multilingual glossary.pdf

<http://www.adam-europe.eu/prj/11755/prj/multilingual%20glossary.pdf>

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## Project Files

### posters\_all.pdf

[http://www.adam-europe.eu/prj/11755/prj/posters\\_all.pdf](http://www.adam-europe.eu/prj/11755/prj/posters_all.pdf)

EU Tourism Mentoring posters - English, Lithuanian, Romanian and Slovak

### Result 29 EUTM Flyer\_toolkit\_LT.pdf

[http://www.adam-europe.eu/prj/11755/prj/Result%2029%20EUTM%20Flyer\\_toolkit\\_LT.pdf](http://www.adam-europe.eu/prj/11755/prj/Result%2029%20EUTM%20Flyer_toolkit_LT.pdf)

Flyer - promotion of the toolkit in Romanian

### Result 29 EUTM Flyer\_toolkit\_RO.pdf

[http://www.adam-europe.eu/prj/11755/prj/Result%2029%20EUTM%20Flyer\\_toolkit\\_RO.pdf](http://www.adam-europe.eu/prj/11755/prj/Result%2029%20EUTM%20Flyer_toolkit_RO.pdf)

Flyer - promotion of the toolkit in Romanian

### Result 29 EUTM Flyer\_toolkit\_SK.pdf

[http://www.adam-europe.eu/prj/11755/prj/Result%2029%20EUTM%20Flyer\\_toolkit\\_SK.pdf](http://www.adam-europe.eu/prj/11755/prj/Result%2029%20EUTM%20Flyer_toolkit_SK.pdf)

Flyer - promotion of the toolkit, Slovak

### Result 29 EUTM Publications\_flyer\_EN.pdf

[http://www.adam-europe.eu/prj/11755/prj/Result%2029%20EUTM%20Publications\\_flyer\\_EN.pdf](http://www.adam-europe.eu/prj/11755/prj/Result%2029%20EUTM%20Publications_flyer_EN.pdf)

Flyer - promotion of the toolkit

### roll\_up\_LT.pdf

[http://www.adam-europe.eu/prj/11755/prj/roll\\_up\\_LT.pdf](http://www.adam-europe.eu/prj/11755/prj/roll_up_LT.pdf)

EU Tourism Mentoring roll up - Lithuanian

### roll\_up\_RO.pdf

[http://www.adam-europe.eu/prj/11755/prj/roll\\_up\\_RO.pdf](http://www.adam-europe.eu/prj/11755/prj/roll_up_RO.pdf)

EU Tourism Mentoring roll up - Romanian

### roll\_up\_SK.pdf

[http://www.adam-europe.eu/prj/11755/prj/roll\\_up\\_SK.pdf](http://www.adam-europe.eu/prj/11755/prj/roll_up_SK.pdf)

EU Tourism Mentoring roll up - Slovak

## Products

- 1 EU Tourism Mentoring website
- 2 Needs analysis
- 3 Report on Best Practices
- 4 Report on Public Policies
- 5 Methodological guidelines
- 6 The Mentoring Workbook - adapted version
- 7 Training path final version
- 8 Mentor development training and mentoring pilot
- 9 Technical terms glossary extended - multilingual

## Product 'EU Tourism Mentoring website'

Title: EU Tourism Mentoring website

Product Type: website

Marketing Text:

Description: A website created and devoted to the project to publish news related to the project and all project-related events and publicly available documentation generated during the project. This provides support to mentors and mentees beyond the life-cycle of the project, enhancing sustainability.

Target group: Partnership organisations, teachers/trainers, learners, professionals, SMEs, public authorities, VET and academic training providers.

Result: project website

Area of application: raising awareness about mentoring in the HLTT sector. provides information about the project, mentoring, developed mentors, partners.

Homepage: <http://eumentoring.com/>

Product Languages: English

## Product 'Needs analysis'

Title: Needs analysis

Product Type: others

Marketing Text:

Description: The overall objective of the analysis was to study the needs of the labour market and the VET systems related to the hospitality, leisure, tourism and travel (HLTT) industry in Romania, Slovakia, Lithuania and the United Kingdom where the EU Tourism Mentoring project is being implemented. The project seeks to transfer mentoring techniques used in the British HLTT sector to the same sector in the partner countries.

Target group: Partnership members and stakeholders including Hospitality, leisure, travel and tourism sector professionals, adult education providers, Business support organisation, etc.

Result:

Area of application: The conclusion of the analysis served as an impulse in the process of adaptation and improvement of the training path. Providing information on the Labour market needs' and existing VET systems, the analysis helped us identify the main opportunities to use mentoring in partner countries.

Homepage:

Product Languages: English

## product files

### Needs analysis

Result 8 EUTM Needs analysis.pdf

<http://www.adam-europe.eu/prj/11755/prd/2/2/Result%20%20EUTM%20Needs%20analysis.pdf>  
Needs' analysis of training systems and labour markets in Romania, Slovakia, Lithuania and in the UK

## Product 'Report on Best Practices'

Title: Report on Best Practices

Product Type: others

Marketing Text: Report on best practices in the mentor development training identified in the partner countries

Description: The overall objective of the report was to study the existing training offer in the field of developing mentoring techniques and skills at local, regional and national levels, from both a formal (academic) level and informal (VET) point of view. Particular attention was paid to identifying teaching/training best practices to be used as reference points during other project activities.

Target group: Project partner organisations, Hospitality, leisure, travel and tourism sector, Adult education providers, Business support organisations

Result: The results and conclusions of the report helped the project partners design the mentor development training reflecting the needs of the target group - HLTT professionals and providing an adequate supplement to the existing VET offer available to the individuals operating in the HLTT sector who would like to develop new competences and pursue their career in the sector.

Area of application: The results of the analysis were reflected in the final version of the training path

Homepage:

Product Languages: English

### product files

Result 9 EUTM Report on best practices.pdf

<http://www.adam-europe.eu/prj/11755/prd/3/1/Result%209%20EUTM%20Report%20on%20best%20practices.pdf>  
Report on Best Practices in Romania, Slovakia, Lithuania and in the UK

## Product 'Report on Public Policies'

Title: Report on Public Policies

Product Type: others

Marketing Text: Report on public policies to support tourism development in partner countries

Description: The overall objective of the report was to make an overview of the policies to support tourism and mentoring in tourism. This activity has investigated existing public policies in terms of recognition of the mentor's professional profile in connection with European Qualification Frameworks. The survey had regional and national bases in order to facilitate ready comparisons between the different states of art of each partner country.

Target group: Project partner organisations, Hospitality, leisure, travel and tourism sector, Adult educations providers, Business support organisations

Result: The results and conclusions of the report helped the project partners design the mentor development training reflecting the needs of the target group - HLTT professionals and providing an adequate supplement to the existing VET offer available to the individuals operating in the HLTT sector who would like to develop new competences and pursue their career in the sector.

Area of application: The results of the analysis were reflected in the final version of the training path

Homepage:

Product Languages: English

### product files

Result 10 EUTM Report on Public policies.pdf

<http://www.adam-europe.eu/prj/11755/prd/4/1/Result%2010%20EUTM%20Report%20on%20Public%20policies.pdf>  
Report on Public Policies in Romania, Slovakia, Lithuania and in the UK

## Product 'Methodological guidelines'

Title: Methodological guidelines

Product Type:

Marketing Text: Guidelines concerning the methodology behind the training path in English, Lithuanian, Romanian and Slovak.

Description: The methodological guidelines contain a description of each step (on a workshop basis) of the path, objectives and learning outcomes, served as a guide to the mentor development training delivered during the project.

Target group: Partnership members, teachers/trainers delivering mentor development trainings, learners (HLTT sector professionals, VET provider organizations, individuals interested in mentoring).

Result: Methodological guidelines supplementing the Mentoring toolkit

Area of application: During the project implementation, the methodological guidelines were adapted according to the results of a set of the project activities (context analysis, focus groups, mentor development training, mentoring pilot, as well as meeting with stakeholders). Learning outcomes and assessment criteria to the qualification "mentor for the HLTT sector" and reference to the EQF and ECVET was produced in order to enable partners to design and run the mentor development trainings developing mentors for the HLTT sector in their countries. In the end of the project implementation period, partners have initiated the process of the qualification recognition within their qualification frameworks and certification of the training path to ensure sustainability.

Homepage:

Product Languages: English

### product files

Result 12 EUTM Methodological guidelines\_EN.pdf

[http://www.adam-europe.eu/prj/11755/prd/9/1/Result%2012%20EUTM%20Methodological%20guidelines\\_EN.pdf](http://www.adam-europe.eu/prj/11755/prd/9/1/Result%2012%20EUTM%20Methodological%20guidelines_EN.pdf)  
Methodological guidelines - English

Result 12 EUTM Methodological guidelines\_RO.pdf

[http://www.adam-europe.eu/prj/11755/prd/9/1/Result%2012%20EUTM%20Methodological%20guidelines\\_RO.pdf](http://www.adam-europe.eu/prj/11755/prd/9/1/Result%2012%20EUTM%20Methodological%20guidelines_RO.pdf)

Result 12 EUTM Metodological guidelines\_LT.pdf

[http://www.adam-europe.eu/prj/11755/prd/9/1/Result%2012%20EUTM%20Metodological%20guidelines\\_LT.pdf](http://www.adam-europe.eu/prj/11755/prd/9/1/Result%2012%20EUTM%20Metodological%20guidelines_LT.pdf)

Result 12 EUTM Metodological guidelines\_SK.pdf

[http://www.adam-europe.eu/prj/11755/prd/9/1/Result%2012%20EUTM%20Metodological%20guidelines\\_SK.pdf](http://www.adam-europe.eu/prj/11755/prd/9/1/Result%2012%20EUTM%20Metodological%20guidelines_SK.pdf)

## Product 'The Mentoring Workbook - adapted version'

Title: The Mentoring Workbook - adapted version

Product Type:

Marketing Text: Revised and extended workbook used in the workshop sessions.

Description: Having taken into account the results of the Context analysis (Results 8-10), which revealed the need to include information on mentoring focusing on entrepreneurs (pointing out at the high number of micro and SMEs operating in the HLTT sector), the adapted version was extended and contains a section focused on business mentoring. This allowed the trainer to prepare mentors from the HLTT sector for mentoring sessions with their mentees (individuals either employed by the sector, running a business or preparing for a position in the sector) and dealing with a wide range of issues related to working as well as running a business in the HLTT sector.

Target group: The adapted version of the toolkit was intended for HLTT sector professionals being developed as mentors and project partners to collect feedback on the material.

Result: Training path final version

Area of application: Having collected the feedback on the adapted version of the toolkit, the mentoring toolkit was improved to the final versions. Supplemented by a methodology and description of learning outcomes and assessment criteria, it creates a comprehensive training path developing mentors for the HLTT sector.

Homepage:

Product Languages: English

### product files

Training path\_adapted version.pdf

[http://www.adam-europe.eu/prj/11755/prd/18/1/Training%20path\\_adapted%20version.pdf](http://www.adam-europe.eu/prj/11755/prd/18/1/Training%20path_adapted%20version.pdf)

Training path\_Adapted version

## Product 'Training path final version'

Title: Training path final version

Product Type: teaching material

Marketing Text: Focusing on the specific needs of the HLTT sector, the toolkit first talks to organisations about the benefits of introducing a mentoring programme, and moves through the steps of establishing a mentoring programme, developing mentors, and orientating mentees – those to benefit from mentoring, and the consequential benefits to organisations. As not all enterprises are established businesses, the Toolkit is completed with specific enhancements for mentors who aim to support the development of HLTT enterprise start-ups, providing an introduction to the role of a business mentor in the various phases of starting and growing a business, and is intended to work together with the Mentor/Mentee Guides.

Description: The training path consists of a methodology behind a training path, defines the learning outcomes, assessment criteria of the qualification "mentor for the HLTT sector with reference to the EQF and ECVET, and a toolkit, providing learning materials concentrating on the application of mentoring in the HLTT sector. The mentoring toolkit is available in 4 languages - English, Lithuanian, Romanian and Slovak.

Target group: The mentor development trainings are targeted at experienced HLTT sector professionals and the training path provides a comprehensive guide, enabling partners to design, set and run mentoring programmes aimed to development of mentors in the HLTT sector.

Result: Mentoring toolkit and methodology in English, Lithuanian, Romanian and Slovak

Area of application: In the end of the project, partners have initiated the process of recognition of the qualification created in the project. In order to ensure establishment of standards in the mentor development trainings, partners intend to apply for certification/accreditation of the training path.

Homepage:

Product Languages: English

### product files

#### 1 Manual despre mentorat\_preview.pdf

[http://www.adam-europe.eu/prj/11755/prd/27/1/1%20Manual%20despre%20mentorat\\_preview.pdf](http://www.adam-europe.eu/prj/11755/prd/27/1/1%20Manual%20despre%20mentorat_preview.pdf)

#### 1 Mentorystes vadovelis\_preview.pdf

[http://www.adam-europe.eu/prj/11755/prd/27/1/1%20Mentorystes%20vadovelis\\_preview.pdf](http://www.adam-europe.eu/prj/11755/prd/27/1/1%20Mentorystes%20vadovelis_preview.pdf)

#### 2 Manual despre mentorat\_Ghidul coordonatorului\_preview.pdf

[http://www.adam-europe.eu/prj/11755/prd/27/1/2%20Manual%20despre%20mentorat\\_Ghidul%20coordonatorului\\_preview.pdf](http://www.adam-europe.eu/prj/11755/prd/27/1/2%20Manual%20despre%20mentorat_Ghidul%20coordonatorului_preview.pdf)

#### 2 Mentorystes vadovelis\_Mentoriaus vadovas\_preview.pdf

[http://www.adam-europe.eu/prj/11755/prd/27/1/2%20Mentorystes%20vadovelis\\_Mentoriaus%20vadovas\\_preview.pdf](http://www.adam-europe.eu/prj/11755/prd/27/1/2%20Mentorystes%20vadovelis_Mentoriaus%20vadovas_preview.pdf)

#### 3 Manual despre mentorat\_Ghid mentor\_preview.pdf

[http://www.adam-europe.eu/prj/11755/prd/27/1/3%20Manual%20despre%20mentorat\\_Ghid%20mentor\\_preview.pdf](http://www.adam-europe.eu/prj/11755/prd/27/1/3%20Manual%20despre%20mentorat_Ghid%20mentor_preview.pdf)

## product files

### 3 Mentorystes vadovelis\_Mokino vadovas\_preview.pdf

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### 4 Manual despre mentorat\_Ghid discipol\_preview.pdf

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### 4 Mentorystes vadovelis\_Verslo menotryste\_preview.pdf

[http://www.adam-europe.eu/prj/11755/prd/27/1/4%20Mentorystes%20vadovelis\\_Verslo%20menotryste\\_preview.pdf](http://www.adam-europe.eu/prj/11755/prd/27/1/4%20Mentorystes%20vadovelis_Verslo%20menotryste_preview.pdf)

### 5 Manual despre mentorat\_Mentoratul in afaceri\_preview.pdf

[http://www.adam-europe.eu/prj/11755/prd/27/1/5%20Manual%20despre%20mentorat\\_Mentoratul%20in%20afaceri\\_preview.pdf](http://www.adam-europe.eu/prj/11755/prd/27/1/5%20Manual%20despre%20mentorat_Mentoratul%20in%20afaceri_preview.pdf)

### Mentoringova prirucka nahlad.pdf

<http://www.adam-europe.eu/prj/11755/prd/27/1/Mentoringova%20prirucka%20nahlad.pdf>

### Mentoring toolkit\_Mentee Guide preview.pdf

[http://www.adam-europe.eu/prj/11755/prd/27/1/Mentoring%20toolkit\\_Mentee%20Guide%20preview.pdf](http://www.adam-europe.eu/prj/11755/prd/27/1/Mentoring%20toolkit_Mentee%20Guide%20preview.pdf)

### Mentoring toolkit\_Mentor workbook\_preview.pdf

[http://www.adam-europe.eu/prj/11755/prd/27/1/Mentoring%20toolkit\\_Mentor%20workbook\\_preview.pdf](http://www.adam-europe.eu/prj/11755/prd/27/1/Mentoring%20toolkit_Mentor%20workbook_preview.pdf)

### Mentoring toolkit\_preview.pdf

[http://www.adam-europe.eu/prj/11755/prd/27/1/Mentoring%20toolkit\\_preview.pdf](http://www.adam-europe.eu/prj/11755/prd/27/1/Mentoring%20toolkit_preview.pdf)

## Product 'Mentor development training and mentoring pilot'

Title: Mentor development training and mentoring pilot

Product Type: others

Marketing Text: Workshop sessions designed and run by Fargold.  
The series of workshops consisted of 3 events led by UK expert, to groups of mentors in development from SK, RO and LT.

Description: The transferability of the methodology was tested through a series of workshop sessions developing mentors (WP4 Develop mentors) and mentoring pilot (WP5 Develop mentors).

The activities of the WP4 were focused on mentoring skills development. Partners from Lithuania, Slovakia and Romania selected each 4 individuals to be developed as mentors (learners).

Moreover, the selected individuals were also committed to take part in mentoring sessions (WP5 - Mentoring pilot), allowing the mentors apply the mentoring skills acquired in the workshop in real-life situations.

The aim of the mentoring pilot was to help the mentees develop skills necessary to succeed, shorten their learning curve and/or develop successful career paths in the HLTT sector.

The experience of mentors and feedback from mentees was evaluated and reflected in the mentoring toolkit in the form of case studies, available in English, Lithuanian, Romanian and Slovak.

Target group: Partnership members, teachers/trainers delivering mentor development trainings, learners (HLTT sector professionals, VET provider organizations, individuals interested in mentoring).

Result: The comments and recommendations collected in WP4 and WP5 were supplemented by the information from stakeholders gathered at different stages of the project implementation and lead to the adaptation of the training path, as well as methodological guidelines.

Area of application: The comments and recommendations collected in WP4 and WP5 were supplemented by the information from stakeholders gathered at different stages of the project implementation and lead to the adaptation of the training path, as well as methodological guidelines.  
Learning outcomes and assessment criteria to the qualification "mentor for the HLTT sector" based on ECVET and reference to the EQF was produced in order to enable partners to design and run the mentor development trainings developing mentors for the HLTT sector in their countries.

Homepage:

Product Languages:

### product files

Result 21 EUTM Mentoring sessions - case studies EN.pdf

<http://www.adam-europe.eu/prj/11755/prd/31/1/Result%2021%20EUTM%20Mentoring%20sessions%20-%20case%20studies%20EN.pdf>

Result 21 EUTM Mentoring sessions - case studies\_LT.pdf

[http://www.adam-europe.eu/prj/11755/prd/31/1/Result%2021%20EUTM%20Mentoring%20sessions%20-%20case%20studies\\_LT.pdf](http://www.adam-europe.eu/prj/11755/prd/31/1/Result%2021%20EUTM%20Mentoring%20sessions%20-%20case%20studies_LT.pdf)

## **product files**

Result 21 EUTM Mentoring sessions - case studies\_RO.pdf

[http://www.adam-europe.eu/prj/11755/prd/31/1/Result%2021%20EUTM%20Mentoring%20sessions%20-%20case%20studies\\_RO.pdf](http://www.adam-europe.eu/prj/11755/prd/31/1/Result%2021%20EUTM%20Mentoring%20sessions%20-%20case%20studies_RO.pdf)

Result 21 EUTM Mentoring sessions - case studies\_SK.pdf

[http://www.adam-europe.eu/prj/11755/prd/31/1/Result%2021%20EUTM%20Mentoring%20sessions%20-%20case%20studies\\_SK.pdf](http://www.adam-europe.eu/prj/11755/prd/31/1/Result%2021%20EUTM%20Mentoring%20sessions%20-%20case%20studies_SK.pdf)

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## Product 'Technical terms glossary extended - multilingual'

Title: Technical terms glossary extended - multilingual

Product Type:

Marketing Text: Glossary containing basic terms related to mentoring in English, Lithuanian, Slovak and Romanian

Description: The glossary in partner languages was made of technical and jargon terms to facilitate common understanding; to provide a useful tool for mentor development; and to supply an appendix to the project's proposed training path.

Target group: Partnership members, teachers/trainers delivering mentor development trainings, learners (HLTT sector professionals, VET provider organizations, individuals interested in mentoring.

Result: Multilingual glossary

Area of application: The aim of the glossary is to facilitate common understanding; to provide a useful tool for mentor development; and to supply an appendix to the project's proposed training path.

Homepage:

Product Languages:

### product files

multilingual glossary.docx

<http://www.adam-europe.eu/prj/11755/prd/36/1/multilingual%20glossary.docx>

## Events

### EU Tourism Mentoring Final Conference

Date 10.09.2015

Description On September the 10th, 2015, the partners and participants of the EUTM project as well as all those with an interest in mentoring gathered in the historical old town of Kaunas city to one final time discuss what mentoring is really about and how the HLTT sector might benefit from it.

Target audience organisations operating in the HLTT sector, Public Bodies in charge of tourism development and promotion, HLTT sector professionals, students, education providers

Public Event is open to the public

Contact Information SARETAS <jaunimas@saretas.org>

Time and place 10.09.2015, 10:00 - 13:00  
Vilniaus Universiteto Kauno Humanitariniame Fakultete, Vaizdo konferencij studijoje (Muitins g. 14, IV korpuse, III aukšte)  
Kaunas, Lithuania

### 3rd workshop developing mentors in Vilnius, Lithuania

Date 27.10.2014

Description This action develops mentors in Slovakia, Romania and Lithuania. They are being developed through a series of three workshops (held in Bratislava SK, Vilnius LT and Pitesti RO), designed and delivered by the UK partner expert in developing mentors as the exporter of the product. The language of the training events is English. The training was focussed on reviewing activities within the mentoring sessions, consolidating learning, providing support to each other, and contributing to the development of the project.

Target audience The training aims to provide an update of learner competences/skills in the context of a methodological environment related to the development of mentoring skills and techniques to mentor in a HLTT sector. Partners from Slovakia, Romania and Lithuania have each identified four people to be developed as mentors.

Public Closed event

Contact Information

Time and place 27th - 28th October 2014  
Vilnius, Lithuania

## Events

### 2nd workshop developing mentors in Pitesti, Romania

Date 04.09.2014

**Description** This action develops mentors in Slovakia, Romania and Lithuania. They are being developed through a series of three workshops (held in Bratislava SK, Vilnius LT and Pitesti RO), designed and delivered by the UK partner expert in developing mentors as the exporter of the product. The language of the training events is English. The event focused on exchange of experiences from the first meetings with mentees and recommendations for other cooperation.

**Target audience** The training aims to provide an update of learner competences/skills in the context of a methodological environment related to the development of mentoring skills and techniques to mentor in a HLTT sector. Partners from Slovakia, Romania and Lithuania have each identified four people to be developed as mentors.

**Public** Closed event

#### Contact Information

Time and place

### 1st workshop developing mentors in Bratislava, Slovakia

Date 11.06.2014

**Description** This action develops mentors in Slovakia, Romania and Lithuania. They are being developed through a series of three workshops (held in Bratislava SK, Vilnius LT and Pitesti RO), designed and delivered by the UK partner expert in developing mentors as the exporter of the product. The language of the training events is English. Materials are provided in Slovak, Romanian and Lithuanian. Bratislava Workshop's topic was focused on mentoring in tourism sector, on how to become a good mentor, how to prepare for meetings with mentees, how to set up a successful mentoring plan and program. This included practical exercises, role plays and case studies.

**Target audience** The training aims to provide an update of learner competences/skills in the context of a methodological environment related to the development of mentoring skills and techniques to mentor in a HLTT sector. Partners from Slovakia, Romania and Lithuania have each identified four people to be developed as mentors.

**Public** Closed event

#### Contact Information

Time and place 11th - 13th June 2014  
Bratislava, Slovakia