*International Online Expert Exchange*

# Session 1: How to start a mentoring programme

■ **Experts**

Dr. Marta Chiarinotti (Kiel University, Germany)
Coord. Mentoring Programme for PostDocs

Dr. Ruth Kamm (Kiel University, Germany)
Coord. Mentoring Programme for PostDocs

Dr. May C. Morris (Univ. Montpellier France)
Coord. Mentoring Programme for PhD students

■ **Facilitator**

- Xavi Ronald Eekhout Chicharro

# Session 1: How to start a mentoring programme

- **Defining the mentoring programme : who, what and how?**

- **Support and Budget : planning resources**

- **"Public Relations" : announcing the programme**

- **Networking**

# Defining the mentoring programme : who, what and how?

- **Overall objectives / motivation:** institutional and participants' level

- **Target group :** depends on overall aim

- **Specific needs of the target group :** needs of mentees will differ depending on career stage

- **Mentoring format and programme content :** one-to-one / mentoring circles / peer mentoring; workshops; networking events; individual support measures

# Support and Budget : planning resources

- **Who will support the mentoring programme ?**

  Top down: university, academic institution

  Bottom up / community-based: association, private

- **What is the budget and how will it be used**

- **First necessities**

- **Sponsorship**

# Public Relations : announcing the programme

■ **Plan time and resources for describing the programme**

■ **Select contacts who will spread the news**

■ **Collaborate with the public relations department**

# Networking

- **Externally: with other colleagues with experience in mentoring programmes**

- **Internally: within the institution / community**