



INTEGRATE | MTU Staff Induction Mentoring Programme

*Are you welcoming new staff members or expecting them soon?
Do you want to provide them with additional guidance and support as they adjust to their roles?
If so, **INTEGRATE MTU's Staff Induction Mentoring Programme** could be the answer!*

What is INTEGRATE?

INTEGRATE offers informal and friendly mentoring support from experienced peers who volunteer to assist new academic staff members during their initial months in their new role. It complements the regular induction arrangements provided by the home department and the Human Resources Office team.



Why mentoring?

Research demonstrates that mentoring is effective in facilitating the integration of new staff members into organisations, particularly during the initial months when the environment can appear unfamiliar and overwhelming. INTEGRATE supports and guides new academic staff in acquiring the necessary knowledge and skills to transition smoothly into their role at MTU by:

- Directing them to relevant resources, systems, processes, and procedures when needed
- Assisting them in establishing an internal network of contacts
- Offering a supportive confidant who can serve as a sounding board for their ideas and plans.



Who are the INTEGRATE Mentors?

INTEGRATE Mentors are experienced MTU staff members, who have volunteered to provide support to new staff and have received coaching and mentoring training. They have a minimum of one year's experience in a similar role within the university and will preferably belong to the new staff member's department, school, or faculty. However, they will not have a direct reporting relationship with the new staff member.



Are INTEGRATE Mentors trained?

Ideally, mentors will have first completed the Coaching in Higher Education Programme, the TLU's accredited European Mentoring and Coaching Council (EMCC) Foundation Level Course in Coaching, which consists of 5 x 2.5-hour modules delivered over 5 weeks. Those who haven't completed the program will be prioritised on the waiting list for the next iteration. Mentors are also required to attend a 1x2-hour INTEGRATE Mentor Training session.



I already have a mentoring style programme in place in my department, does INTEGRATE replace this?

Congratulations! We are thrilled to hear about your departmental program. INTEGRATE can further assist your team by:

- Offering formal mentor training
- Providing resources to support your mentors
- Offering supervision and support for your mentors.

What are the benefits of INTEGRATE at department/function level?

INTEGRATE offers several organisational benefits aligned with MTU's values and strategic aims, including:

- Enhanced support, development, and retention of new staff
- Improved knowledge sharing between new and established staff
- Accelerated learning and development of new staff
- Strengthened positive working relationships
- Fostering a participative and collaborative culture
- Enhanced communication within and between departments
- Opportunities to build networks and learning communities
- Improved staff and student experience

"My Head of Department was fantastic, but I didn't want to run to her with every little question. Having a mentor was a lifesaver.", Mentee on Pilot Project

"I found my role as mentor very satisfying. I remember what it was like for me when I started here, and I was happy to be able to help a new staff member settle in.", Mentor on Pilot Project

"I found myself rethinking my own teaching and making some very positive changes because of conversations I was having with my mentee.", Mentor on Pilot Project

"Knowing that I had someone I could go to if I had a question, or a problem really helped me to survive my first few months.", Mentee on Pilot Project

How can I support INTEGRATE?

You can support INTEGRATE as follows:

1. Inform your new staff members about the INTEGRATE programme and encourage them to participate by completing the online INTEGRATE Staff Induction Mentoring Programme form – the INTEGRATE team will then reach out to them.
2. Encourage existing staff to complete the Coaching in Higher Education Programme to help Identify suitable INTEGRATE Mentors and strengthen MTU's coaching and mentoring capacity.

INTEGRATE Staff Induction
Mentoring Programme



Who can I contact for further information?

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INTEGRATE is coordinated & supported by the Teaching and Learning Unit (TLU),
in collaboration with the Human Resources Office team