



INTEGRATE | MTU Staff Induction Mentoring Programme

Are you an experienced MTU academic staff member interested in volunteering your expertise to support new staff members in integrating into MTU?

*If so, why not become an **MTU INTEGRATE MENTOR**?*

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.



How can I help?

We are seeking experienced MTU academic staff members to serve as voluntary INTEGRATE Mentors. INTEGRATE Mentors will act as role models for new staff members, offering support, information, and encouragement to facilitate a seamless transition into their new roles at MTU and will operate outside the reporting relationship of the new staff member.



Is training provided?

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.



What is the time commitment?

Trained mentors may be matched with a new staff member, preferably from their department but potentially from their school or faculty based on demand. Once matched, mentors are expected to maintain regular contact with their assigned new staff member throughout one semester, as mutually agreed upon at the beginning of the mentoring relationship.

Please note that completing mentor training does not guarantee an immediate mentee assignment. Matching mentors with mentees depends on various factors, including the mentor's availability to provide mentoring support.

How will involvement in this programme benefit me?

While the primary focus of the mentoring relationship is on the mentee's development needs, mentors also benefit in several ways, including:

- Sharing their experience and expertise
- Experiencing personal satisfaction in fostering the potential of others
- Accessing mentor training opportunities
- Developing skills in advising, providing feedback, active listening, and effective questioning
- Cultivating new and positive working relationships
- Joining a community of volunteer mentors supported by the INTEGRATE team
- Gaining a deeper understanding of challenges faced by new staff
- Enriching their own knowledge through a new challenge and learning experience.

"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

What support is provided?



- ▶ After completing training and being matched, both mentors and mentees will receive support from the INTEGRATE Team if any issues arise. Additionally, mentors will have the opportunity to attend monthly drop-in support sessions where they can access additional coaching/mentoring tools and staff induction resources to address emerging concerns.

How do I become an INTEGRATE Mentor?



- ▶ If you are interested in becoming an INTEGRATE Mentor then please complete our online [INTEGRATE Staff Induction Mentoring Programme form](#) and the INTEGRATE team will contact you.

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