

 WorkMentor	Partner Meeting 2 Trondheim Thu. May 3rd – Fri. May 4th 2012 Meeting report, minutes.	  Leonardo da Vinci
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WorkMentor
Partner Meeting 2. Minutes of the meeting

Venue:

All accommodation, meals and meetings were held at the **Stiklestad Hotel, meeting room Nidaros**

All participants arrived wednesday May 2nd

List of participants: (14 people)

From Skjetlein Norway: Bente Ryen and Ingvild Espelien.

From Axxell Finland: Beatrice Westerlund and Tanja Halttunen

From France Europea France: Mireille Rioual

From IFSAT Netherlands: Bas Timmers and Marten Reckman

From Riverside Training England: Philip Broomhead and Stephen Harrison

From Gower College Wales: Caroline Townsend Jones and Don Hawkins

From VMA Iceland: Jóhannes Árnason, Ketill Sigurðarson and Kristín Petra Guðmundsdóttir

Dinner Wednesday.

Thursday May 3rd : Work Mentor Partner Meeting 2.

9.00 – 12.00

Jóhannes Árnason the project leader chaired the meeting.

1. The people in the group. All participants introduced themselves and told a little about their work and about themselves. From the first meeting Beatrice Westerlund, Marten Reckman, Stephen Harrison, and Kristín Petra Guðmundsdóttir had been added to the list of participants.

2. Jóhannes gave a short review of the project and what was the agenda of the meeting. It was decided to emphasize the work on the mentor materials and let formalities wait until the second day of the meeting. See slides from VMA.

Bas reminded that we were supposed to have two more items on the agenda:

Ownership of copyright and the project's dissemination plan.

Administration, finances, reporting travel cost and work. Website, documents etc. were postponed until later in the day and to the second day.

3. Inventory of needs. Philip Broomhead organized the work on the inventory of needs autumn 2011 and prepared a report on the outcome of the survey all partners issued to workplaces. Philip reviewed the inventory of needs and the report.

Discussion about the report from Inventory of needs. Which people are we aiming at in the piloting phase. What do we know about their needs? What do we think should be included in the Mentor education?

There was discussion about if the answers are correct when employers say they do allocate a mentor to each student. Perhaps in some instances they have contacts for students but maybe not too much more.

Also we had a discussion about what meaning has mentoring and accredited qualification in different countries.

Question 7 if you have formal protocols about mentoring.

We need to develop and help employers to develop this, a course in Mentoring is what we will offer as help.

If the employers are well qualified they might find some mentor training useful. Might not need a long course in mentoring.

Taken together; the comments during the meeting lead to the conclusion that everybody needs a mentor when they come to a new workplace. Everyone that works with a student in a workplace will benefit from learning about mentoring.

Another conclusion is that circumstances are different between countries and workplaces.

Therefore the answers to the survey are specific to, and the mentor education must be directed towards, the needs of different workplaces and to some extent the situation in each country. Also the type of study is different, in one situation we will have students in business and in another we have students in nursing.

4. Short report from each partner about themselves and the survey and the contacts with the workplaces. A representative from each partner reminded the meeting of what type of organization they came from and how they worked on the inventory of needs survey. In most cases the employers contacted were the type of employers likely to be involved in the piloting workshops in each country. This is different between the partners.

5. Philip and Don organized the work on the mentor materials:

Don thought that he had sent out instructions on preparing the materials so that we would have a short concrete version but now we have too much material.

We now need to work on the materials. Trainers are not going to be comfortable with working with other peoples materials so we need to make the materials ours.

There was some discussion about the relationship between TOT in France and the things we can do in this meeting. Bas suggested that we might use the results from the Inventory of Needs and Don's experience and try out the course and then in the end we would review if this course has been ok and if we need to improve.

The final plan was to use group work after lunch. Work on the materials by taking the materials presented and prepare whole chapters on the parts we found that we need to address in the workmentor materials. The instructions were to put together a chapter about each part selecting the appropriate material but not to much text.

The groups were:

Philip, Jóhannes, Bente

Mireille, Bas, Maarten

Tanja, Beatrice, Kristin

Stephen, Ketill, Ingvild

Don Hawkins met with each group to oversee the work.

Lunch was good.

13.15 – 16.00 The groups worked on the materials. Then there was a short introductions of the materials:

Philip introduced part 1 about definitions etc.

Bas introduced part 2 about skills for mentoring.

Ingvild introduced part 3 on qualities of a mentor

Tanja introduced the last part on Setting goals and targets.

Summing up the discussion. Preparation for second day. Organizing the work.

Walk, (1700-1900) a walk to the farm Dagali 1km from Stiklestad along the Pilgrim road. The farm has an apprentice/vocational training in the stables. The student is from the Mære Agricultural school in Steinkjer. The farm holds sheep and icelandic horses and a few dogs. We were served coffee at the farm.

Dinner1930

Friday May 4th : Work Mentor Partner Meeting 2.

Breakfast

9.00 – 12.00 Meeting. Mostly formalities and decisions the partnership needs to take.

Dissemination

Bas had written a document about dissemination and valorization i.e. about spreading the word about the project.

Bas offered to prepare a draft of a brochure and a slide show to introduce the project.

All partners should read the strategy on dissemination and valorization and send comments and suggestions to Bas. Bas will also talk to a print shop to see about the cost of having a few hundred brochures printed.

Ideas about some items to introduce the project pens, rollups, t-shirts and etc. People discussed these things and the best means to disseminate / publicize the project.

Memory sticks and other items possible.

Caroline and Johannes will check with companies about items to use to introduce the project.

Group decided to agree on the strategy Bas presented.

Copyright article. Bas introduced a suggestion on inserting articles into the contract about rights of ownership.

Carrie had some suggestions on this and it was decided that they would put together a suggestion about what to have in the contract about ownership of rights.

Jóhannes reviewed the rest of the work in the project. The Training of Trainers workshop in Nantes 29. - 31. August 2012. The piloting phase and the review of the materials after piloting. Partner meeting 4 in Finland spring 2013 and the final conference in Akureyri autumn 2013. He introduced an idea of taking part in a bigger conference on education in Akureyri and that the Workmentor project final conference will be a part of this bigger conference.

After a coffee / tea we did further work with the mentor education materials. Each group wrote

aims and objectives on their chapters. This developed into a good review of each chapter and cleared the ideas presented.

12.00- 13.00 Lunch

13.00 – 16.00 / 17.00 Meeting with tea / coffee break

Marten Reckman introduced his project in Harderwijk in the Netherlands. The name of the project is Het Idee (The Idea). He is working with unemployed people in gaining experience in cooking and catering to be able to learn and get work experience to become eligible for work in the field. Bas and Marten will work together on the piloting of the Mentor materials asking future mentors from the workplaces Marten has contact with to take part in the piloting.

Jóhannes summed up the next phases of the project. There was some discussion on some of the parts, people asked about certain things to clarify.

PM 3 in Nantes Training of trainers.

Confirming date and agenda of Partner Meeting 3 and the training of trainers seminar.

Date 29 – 31. August 2012.

Dates for PM4 and PM5 final conference.

Piloting of the Mentor education materials, discussing how we do this. Surveys before and after? Workshops, online format or other format. Different circumstances.

Johannes also discussed the interim report asking the partners to report on work and travel costs.

At 16.00 the meeting was finished

Rest of afternoon, evening.

The group attended a dance show by Nord Trøndelag Teater (North Trondheim area Theater). We had a drink and dinner.

Saturday May 5th : Travel from Stiklestad

See travel schedules.

Taxi from hotel to train station / to Vaernes Airport or other means of travel.

Train from Verdal to Vaernes

Flight from Vaernes Airport.

Minutes prepared by Jóhannes Árnason with help from many people.