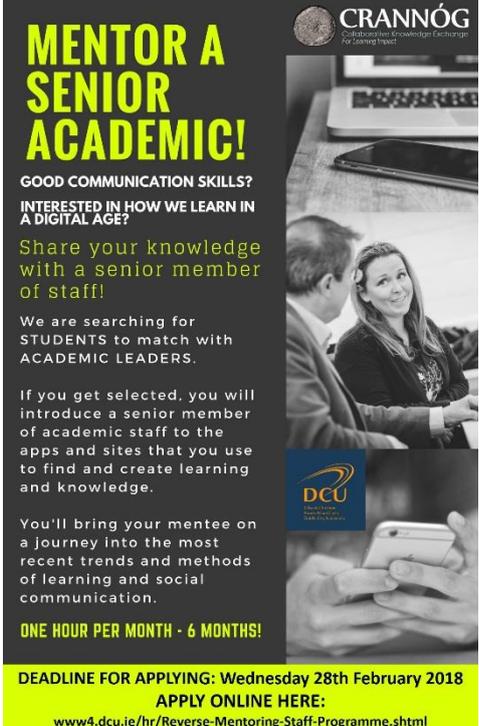


# Establishing your Reverse Mentoring Programme

Given Reverse Mentoring's many benefits in terms of promoting diversity and inclusion, increasing communication and engagement across generations and reinforcing commitment to respecting student voice, a programme in your own university should trigger the interest of a breadth of academic staff.

**Here are the key steps in establishing a Reverse Mentoring Programme:**

- 1. Do your research.** Use the Crannóg site resources and any further research you can find on the Web to inform your communications and to stimulate interest.
- 2. Identify other Mentoring programmes:** Familiarise yourself with all the variations of mentoring that are happening in your university and find out what challenges these have posed. Think about how Reverse Mentoring might stand out from these programmes and addresses a specific audience's needs.
- 3. Engage staff mentees by presenting a novel, student-focused programme:** Position Reverse Mentoring as a novel programme that gives Heads/Deans (or whatever group you wish to target) opportunity to gather insights into T&L and tech from students. Familiarise yourself with the host of other benefits documented in [Reverse Mentoring in the University - Summary of advantages and best practices](#)
- 4. Explore different ways to recruit student mentors:** Students are best reached through the Student Email system, but given that universities cannot release email addresses, you will need to engage with a unit such as the Student Union who can transmit your announcement about the programme to the Student body via email. If possible, create an attractive email using a programme like MailChimp and use Google forms (ensuring GDPR compliant). Complement this with posters in student social areas on campus.
- 5. Interview staff mentees to find out requirements:** Make sure you know what each staff member would like to achieve so that you can find a good student match. Encourage staff to define goals and think about the possibilities of mentoring in technology and the student experience. Ensure that they have thought through the time commitment, which may seem minimal but is still another project that needs attention.
- 6. Create a detailed application form and Interview student applicants:** Make sure that the student is committed to mentoring for the programme duration and has the know-how in terms of technology and communication skills to make it worthwhile for the staff member. Find out what each applicant wants to achieve and what they can bring to the mentoring partnership. Include questions such as the following on the application form:
  - In 300 words describe why you'd make a great mentor to senior staff.



**MENTOR A SENIOR ACADEMIC!**

GOOD COMMUNICATION SKILLS?  
INTERESTED IN HOW WE LEARN IN  
A DIGITAL AGE?

Share your knowledge  
with a senior member  
of staff!

We are searching for  
STUDENTS to match with  
ACADEMIC LEADERS.

If you get selected, you will  
introduce a senior member  
of academic staff to the  
apps and sites that you use  
to find and create learning  
and knowledge.

You'll bring your mentee on  
a journey into the most  
recent trends and methods  
of learning and social  
communication.

**ONE HOUR PER MONTH - 6 MONTHS!**

**DEADLINE FOR APPLYING: Wednesday 28th February 2018**  
**APPLY ONLINE HERE:**  
[www4.dcu.ie/hr/Reverse-Mentoring-Staff-Programme.shtml](http://www4.dcu.ie/hr/Reverse-Mentoring-Staff-Programme.shtml)

- Give an example of an app or website you use to learn new information or acquire new skills. Briefly describe why it's effective.
- How do you think you would benefit from undertaking this partnership?

7. **Create a kick-off handbook:** Create a kick-off handbook to anchor the programme and provide context for the first meeting. It should contain advice and encourage planning and reflection on the part of participants. Check out [DCU's Handbook](#).
8. **Create a website to house resources:** Include any reporting forms you might use for your programme. DCU's programme asked both Mentor's and Mentees to report after each of the 6 meetings that composed the pilot. Link to useful resources for mentors and mentees.
9. **Make sure to apply for ethical approval:** You may wish to publish research related to your programme, so ensure you have ethical approval forms in place.