

Memorandum of 2nd national workshop on Generic Prototype Course for Mentors

Date and Time: 16.11.2018 at 9.00–12.00

Venue: Federation of Finnish Enterprises, South-West Finland, Turku

Participants

<u>Name</u>	<u>Organisation</u>
Esa Anttila	Turku Apprenticeship Office (Turun oppisopimustoimisto)
Terhi Haapaniemi	Federation of Finnish Enterprises (Suomen Yrittäjät)
Timo Halttunen	University of Turku, Brahea Centre (Turun yliopiston Brahea-keskus)
Tero Keva	Turku Science Park Ltd
Kati Laitervo	Turku vocational institute (Turun ammatti-instituutti)
Janne Siivonen	Turku University of Applied Sciences (Turun ammattikorkeakoulu)
Sari Stenvall-Virtanen	University of Turku, Brahea Centre (Turun yliopiston Brahea-keskus)
Johanna Vainio	Federation of Finnish Enterprises, South-West Finland (Varsinais-Suomen Yrittäjät)

Description of participants

Majority of the participants were well experienced in training models of work place instructors, but close collaboration between these actual participants was new. Therefore part of the meeting was used for mutual knowledge transfer and update on recent developments. There was a session of sharing cases, which inspired the group to update the presented course model with fresh feedback.

Agenda

- Opening of the session / Johanna Vainio and Timo Halttunen
- Role of mentors in the Radical-project / Janne Siivonen
- Roles of Student, Teacher and Company representatives in work-place mentoring / Timo Halttunen
- Role of HEI from the viewpoint of enterprises / Terhi Haapaniemi
- Discussions

Distributed in advance

Course structure for prototype training course for supervisors.

Feedback on the course template

The basic course structure was seen relevant.

Regarding duration, either morning or afternoon sessions should be preferred, such as four morning sessions within a duration of spring or autumn term. The set of four shorter sessions were also preferred in comparison to the first two day and one day follow-up model presented.

Considering the training model, in addition to training by experts, job shadowing or mentoring by a more experienced person at the workplace was seen as a productive method for competence acquisition. Flexibility was seen as a key element in the training course. Needs and actual situation of the company should be the starting point for organizing the course. Both transversal competences and specialized needs of the company should be taken into account.

Based on the cases presented in the workshop, time and place should be reserved for transfer of tacit knowledge or informal learning between the stakeholders. This can be best done with a personal career or work instruction counselling at the workplace, when trust and understanding between the parties has been established. The role of the educational organizations is to support the mentoring and ongoing development of mentoring models, and feedback systems. Time should be allocated also for unforeseen incidents, such as need for conflict resolution. Giving and receiving constructive feedback should be included in the training.

Regarding contents, company-specific and branch-specific elements should be tailored to meet the company needs. Time should be allocated for these sessions. Existing courses in the national level can be used for the general content. This way the local employment laws and regulations can be integrated to the course.

From the national perspective, the course was seen to have potential when integrated with an existing electronic learning platform <https://ohjaan.fi/en> as it contains a large self-study selection on all the relevant topics. The course would add to this with a face-to-face training to discuss and reflect the competence profile and practicalities.