

Thank you for your interest in participating in the ITU Mentoring Program!

This form / questionnaire is intended to help us get to know a bit about you as a potential **mentor**, and also to help us find a match with an appropriate mentee. Please use the section at the end “Anything else we should know?” if there is anything important that you would like to share with us that has not been covered by the questionnaire.

Before filling this form please read the “Role of the Mentor” and the “Person Specification for the Mentor” below.

ROLE OF THE MENTOR

- 1 Attend the ITU training for mentors and sign the mentorship agreement (including the list of their assigned mentees)
- 2 Communicate with each mentee to build rapport and trust and establish initial needs and goals
- 3 Record mentoring interventions on the ITU platform in line with agreed protocol
- 4 Conduct regular mentoring interventions with each mentee (normally monthly) in line with guidance and complete their own confidential record of goals, progress and actions
- 5 Make a commitment to giving 6-8 hours per month
- 6 Refer unresolved challenges to their Continental Mentor Lead to agree solutions
- 7 Conduct a 9-month review to document mentee progress and agree next steps (to continue, to wind down, to amend) and agree new mentoring relationships as negotiated with the CML
- 8 Identify personal learning and growth gained through the mentoring programme
- 9 Participate in webinars and other community of practice activities
- 10 Complete the ITU Mentoring Programme evaluation process as and when requested by the CML

PERSON SPECIFICATION FOR THE MENTOR

Prospective applicants must have:

- excellent rapport-building and interpersonal skills
- sound knowledge in their specified discipline (coaching – minimum ITU Coaches Level 2 Certification or equivalent; technical officiating - minimum ITU Level 2 TO Certification; and governance/leadership) and knowledge of where experts can be accessed
- open-mindedness with a hunger for personal learning and development
- passionate about developing other coaches/technical officials/administrators
- commitment to provide 6-8 hours per month of mentoring time

Ideally applicants will:

- be self-aware and have good reflective skills
- have experience of mentoring other adults or have had a successful experience of being mentored
- have experience of helping other adults to learn (eg facilitator)
- have sound IT skills

INCLUSIVITY CRITERIA TO BE CONSIDERED IN APPLICATION & SELECTION PROCESS:

Inclusivity Criteria	Mentor Target	Mentee Target
Discipline (Coach, TO, Governance)	Minimum 25% each	Minimum 25% each
Gender Balance	Minimum 33% Female	Minimum 66% Female
Developing Countries (NF Group 1, 2, 3)	Minimum 33%	Minimum 66%
Disability (or working with Para Athletes)	Minimum 10%	Minimum 10%

You can find more information about the ITU Mentorship Programme [here](#).

GENERIC INFORMATION			
NOMINATING NATIONAL FEDERATION			
National Federation			
NF Representative			
NF E-mail			
The reason(s) why the NF nominates the mentor nominee?			
MENTOR NOMINEE			
First name (as worded on passport)			
Family name (as worded on passport)			
Nationality			
E-mail address			
Phone Number (with country code)			
Date of Birth (dd/mm/yyyy)			
Gender	Male	Female	
Mother tongue			
Your level of English (oral)	Beginner	Intermediate	Advanced
Your level of English (written)	Beginner	Intermediate	Advanced
Any other spoken languages & level	Language	Level	
Internet Access Do you have daily access to Internet?	YES	NO	
Computer / Laptop Access Do you have daily access to a computer or a laptop?	YES	NO	
MENTOR NOMINEE PROFILE / EXPERIENCE*			

Current Place of Employment					
Current Job Title					
How many years professional experience do you have?					
Please briefly describe your work experience.					
Discipline of Mentoring	Please mark with "X" your area.	In case more than one (1) area, please give a priority order from 1 to 6.	Please add your ITU registration number you may have as coach/TO/Paratriathlon Classifier		
Coach					
Technical Official					
Governance			n/a		
Disability / Working with paratriathletes					
Please list 3 or 4 key fields of interest as per your preferred disciplines above. If you mark more than one discipline, please do this exercise on each. (Discipline) (Discipline)					
Have you previously been educated as a mentor through other organizations (NF, NOC, etc.)?		YES		NO	
If YES, please give a brief description. (organization, when)					
Have you previously been involved as a mentor in a mentoring program?		YES		NO	
If YES, please give a brief description.					
Have you previously been involved as a mentee in a mentoring program?		YES		NO	
If YES, please give a brief description.					
What motivated you to want to be a mentor?					
What do you want to achieve from participating in the mentoring program?					
What do you believe you can offer to a mentee in the program?					
What do you consider to be important qualities in a potential mentee?					
What are your personal interests and hobbies outside of work?					

Anything else you would like to tell us or think would help the matching process? (eg. preference in mentee's location, professional interest, etc.)

I, the undersigned, Representative of the National Federation and the Candidate, certify, that the information provided above is accurate, true and correct.

Signature (& Stamp) of the National Federation

Signature of the Mentor Candidate

Forms to be emailed to: **name, email o**
Closing date for applications: **day, month, year**