Annex I: Mentoring Programme Email Templates

Call for mentors

Dear xx,

The Global Nutrition Cluster is seeking mentors to participate in the GNC Mentoring Programme. The programme aims:

* To provide tailored, real-time support to meet the professional development needs of Nutrition Cluster Coordinators and Information Management Officers.
* To enhance the confidence of Nutrition Cluster staff when dealing with the challenges arising from their role.
* To identify, share and promote best practices, experiences and approaches in cluster coordination, public nutrition information services, management and leadership.

Being a mentor is also an excellent opportunity for mentors experienced emergency nutrition professionals to:

* Gain new insights about other areas of emergency nutrition response
* Develop their own skills as a manager and leader
* Learn things that will improve judgement and decision-making.

If you are aware of any potential candidates (including yourself), will you please forward this email to them ASAP. Applicants should read the GNC Mentor Guidelines and submit the GNC Mentor Application Form (both attached) to xx by **xx 2018**.

Call for mentees

Dear xx,

The Global Nutrition Cluster is launching a GNC Mentoring Programme and is looking for Nutrition Cluster Coordinators or Information Management Officers who would like to be mentored for the pilot period. A mentor can help you by:

* Providing relevant guidance and specific feedback, e.g. helping you analyse complex situations, examine emerging challenges and identify approaches to tackle them.
* Giving feedback and direction regarding priority leadership, management or technical competencies that have been identified by you.
* Offering constructive critiques in light of your personal experience and professional knowledge.
* Providing a trustworthy environment for you to discuss your personal and professional challenges.

If you are interested in this opportunity, please read the attached GNC Mentee Guidelines and submit the GNC Mentee Application form (both attached) to xx by xx 2018.

Mentor Training/Orientation email

Dear GNC Mentoring Programme mentors,

I’m looking forward to our session xx at xx time. We will be meeting using xx, a software meeting programme that will allow us all to see and talk with one another, as well as look at slides and other documents.

I’m attaching a couple of things. One is the GNC Mentoring Programme Guide. Please have this open and ready to reference during our session.

I’m also attaching the Mentor Competencies, which will serve to guide you to consider the mentoring skills you already have, as well as ones you might like to work on further. Ideally, it would be great if you could complete the form before we meet. But I know the timing is tight, so we’ll work through it together if that’s not possible.

Please see my contact details below, should you have any troubles logging in.

Mentor/mentee matching

Dear ‘mentor’ and ‘mentee’,

Welcome to the pilot GNC Mentoring Programme! You have both completed all of the requirements and have been matched for a mentoring partnership per your identified competencies.

If possible, would you please try to have your first mentoring conversation within the next week? At that meeting, please be sure to:

* Review the competency self-assessment (attached here) and application
* Identify some key learning and professional development objectives that will be the focus of your five-month mentoring partnership
* Discuss all elements of the mentoring agreement (attached here), complete and sign the agreement, and send it back to me.

I’ll check back in with both of you to see how the first mentoring conversation went, as well as to get any feedback that might serve to improve the GNC Mentoring Programme thus far. In the meantime, I’m available to both for any further questions or support. Please feel free to get in touch as needed.

Good luck and enjoy your mentoring!