

Online on Zoom, 27 September 2023, 10:00 – 16:00 CEST

| Time  | Session                                           | Objectives                                                                                                                                                                                                                                |
|-------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10:00 | Welcome                                           |                                                                                                                                                                                                                                           |
| 10:10 | The MAB project and methodology at a glance       | <ul style="list-style-type: none"> <li>• Gain an understanding of the core principles</li> <li>• Learn about the partnership, tools, and outputs</li> <li>• Understand the main aims and goals</li> </ul>                                 |
| 10:20 | Mentoring hubs – key features                     | <ul style="list-style-type: none"> <li>• Understand the ideal features/profile of Mentoring Hubs</li> <li>• Outline the role within the project</li> </ul>                                                                                |
| 10:30 | Questions & Answers                               |                                                                                                                                                                                                                                           |
| 10:40 | Mentoring hub procedure (part 1)                  | <ul style="list-style-type: none"> <li>• First steps to do for mentoring hubs</li> <li>• The terms and conditions explained</li> <li>• Disclaimer of responsibility</li> <li>• To-dos for mentoring hubs up to mentor training</li> </ul> |
| 11:10 | Questions & Answers                               |                                                                                                                                                                                                                                           |
| 11:20 | Break                                             |                                                                                                                                                                                                                                           |
| 11:35 | Mentoring hub procedure (part 2)                  | <ul style="list-style-type: none"> <li>• To-dos for mentoring hubs following the training of mentors</li> <li>• Mentor-Mentee matching, evaluation and interim mentoring reports</li> </ul>                                               |
| 12:05 | Questions & Answers                               |                                                                                                                                                                                                                                           |
| 12:15 | MAB Platform Demonstration                        | <ul style="list-style-type: none"> <li>• Understand how mentoring hubs interact with the MAB platform</li> <li>• Key tasks for mentoring hubs within the platform</li> </ul>                                                              |
| 12:45 | Questions & Answers                               |                                                                                                                                                                                                                                           |
| 13:00 | Lunch break                                       |                                                                                                                                                                                                                                           |
| 14:00 | Mentoring process remarks                         | <ul style="list-style-type: none"> <li>• Reasons to create a new match</li> <li>• Finding new mentors/mentees</li> <li>• Motivating mentors</li> <li>• The platform usage</li> </ul>                                                      |
| 14:25 | Guidelines for implementing                       | <ul style="list-style-type: none"> <li>• Establishing a match</li> <li>• The Criteria</li> <li>• Attracting new mentors and mentees</li> <li>• Managing the process</li> </ul>                                                            |
| 15:00 | Implementation: Challenges and experiences        | Participants are encouraged to share their experiences and knowledge on the implementation of mentoring                                                                                                                                   |
| 15:15 | Break                                             |                                                                                                                                                                                                                                           |
| 15:30 | Linking with the wider MAB team – support offered |                                                                                                                                                                                                                                           |
| 15:40 | Mentor training outlined                          | Brief outline and explanation of the training to be delivered to mentors, by hubs                                                                                                                                                         |
| 15:50 | Questions, discussion, and closing of the meeting |                                                                                                                                                                                                                                           |