



Working on the Future

Mission: Mentor promotes durable employment of disadvantaged groups on the labour market.

- Education
- Guidance
- Orientation
- Advice to Companies

Mentor has many years of experience in European projects.

Education

For jobseekers:

In each training programme the participant acquires both the technical skills and the necessary work attitudes.

- **Kitchen help**
The participant learns how to apply the existing cooking techniques and cooks preparations in a professional kitchen. This training leads the participant to work in the hotel and catering industry.
- **Domestic help**
The participant learns how he can offer help to families in the house. This training leads the participant to work in the house cleaning branch of industry.
- **Assistant to Disabled Persons**
The participant learns to assist a disabled person in his day-to-day life. This training leads the participant to a job as personal assistant to disabled persons.
- **Desk Top Publishing**
The participant learns how to use graphic applications: image processing,... This training leads the participant to work in the graphic branch of industry.

For Employees and Workers:

Training programmes related to:

- Social skills
- Work attitude
- Associating with people with disabilities
- Cleaning techniques
- MS Office (Excel, PowerPoint, Word)
- Adobe Photoshop & InDesign
- HTML
- ...

Guidance

Mentor guides job seekers on the labour market. Through:

- Customized job guidance for people from disadvantaged groups: people over 50, short-skilled people, immigrants
- Activation of long-term unemployed people with medical, mental, psychological and/or psychiatric problems
- Job application training
- Language coaching on the trainee post for non-native speakers of Dutch

Mentor guides employees and workers. Through:

- Job coaching at the workplace: support for non-technical skills oriented towards optimal functioning on the job
- Language coaching at the workplace for non-native speakers of Dutch

Orientation

- Mentor maps the abilities and personal characteristics of the job seekers by means of an assessment. Armed with the clear understanding of his or her talents, the job seeker can specifically look for the correct job and/or training.
- Mentor screens and selects candidates for vacancies. Mentor draws up the function profile, organizes selection interviews and takes tests. The skills, motivations and personality of the candidate are mapped and reported to the employer.

Advice to Companies

Mentor advises companies on:

- Personnel management: reception, functioning interviews, managing people, employee's/worker's satisfaction
- Organization and quality: satisfaction measurement, strategy development, stakeholders' analysis
- Business economic and financial policy: market study, feasibility study, cost price analysis, financing advice

Experience with Projects

Talent Development in Social Economy (European Social Fund)

This learning network developed an instrument that allows bringing out the talents of staff members by means of an easily accessible conversation technique. This so-called 'Talents Box' is validated by ESF.

Stop the Digital Gap

Mentor has vast experience in projects intending to stop the digital gap between several target groups, such as Close the Gap, Hack the Gap, surfing corner Easy-e-space (Oxfam), Surf without Borders and Citizen First (Interreg IIIB). As a result Mentor developed a broad network that allows organizing specially adapted ICT training programmes.

SUCCES (Interreg IVA 2 Seas)

Sustainable Uplifting Client Centred Employment Support (SUCCES) develops a programme that supports people in the field of employment and development of knowledge, skills and competences. SUCCES addresses young people over 16 who are traditionally difficultly accessible: (long-term) unemployed, economically inactive people, people in lower income brackets or semi- and unskilled workers.

The partner organizations are Medway Council (UK), Community Connections (UK), OCMW Kortrijk (B) and Maison de l'Initiative (FR).



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