Advice & Expertise
Mentoring and Coaching for You

Date of Seminar: Thursday, 23rd March 2017

Venue: James McNeven Seminar Room, 1st Floor, Trinity Centre for Health Sciences, St. James's Hospital

Time: 11 – 11.40am Mentoring Seminar Followed by Questions & Answers

Expected Audience: All Academic staff AND All Administrative, Professional and Technical Staff

Description: This seminar will set out the programmes available for staff across the grades, and the benefits achieved from participating in these new programmes established here in Trinity College Dublin.

Mentoring & Career Development Programme for Administrative/Professional/Technical staff:
This programme gives staff the opportunity to be matched with a mentor from Trinity over a year long partnership and to participate in several Career Development training modules. The process is driven by the mentee and helps them to get guidance and develop in conjunction with support from the mentor and the career development modules.

Staff Coaching Programme: This programme matches staff with a coach to help people who are stuck in or with a problem and are unable to find a way forward or are unclear as to how to resolve an issue or reach their potential. Coaching also helps people who simply need help with planning and strategies regarding their future.

Mentoring for Academic Staff:
The attraction, retention and development of academic staff are very important for the Trinity’s continued success in teaching and research. As part of College’s support to developing our academic community introduced two programmes for academic staff:

1. The Early Career Mentoring Initiative is a support service aimed at new and recently appointed academics in their first 3 years of service. This is a great opportunity to benefit from the advice and support of a senior academic colleague.

2. The Momentum Programme programme for academic staff more established in their careers.
| Ms Jill Galvin,  
Staff Development Specialist,  
Human Resources  
Tel: HR: 01 896 2018  
Email: hr@tcd.ie |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jill has worked in Trinity College since 2008 having previously worked in Recruitment. She joined the Human Resources Team in 2014. In her current role as Learning and Development Specialist, Jill’s specific areas of expertise include staff training and development, management and leadership development, induction, performance and development, competency frameworks, mentoring, coaching, and funding support for externally accredited courses, study and exam leave. Jill holds a B.Comm. (N.U.I.), M.B.S. (N.U.I.), MSc in Human Resource Management (N.U.I.), Dip. Mgt Prct (N.U.I.), Cert in Training and Development. She is an Associate Member of the CIPD and IITD.</td>
</tr>
</tbody>
</table>

| Mr Philip Coffey  
HR Partner  
Academic Services Division  
Trinity College Dublin  
Tel: HR: 01 896 3333; Direct Line:+353 1 8964825  
Email: coffeyph@tcd.ie |
|---|

<table>
<thead>
<tr>
<th><strong>HR Stands – 10.30am to 12 noon at the venue</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HR Service Stand</strong></td>
</tr>
<tr>
<td><strong>HR Partners</strong></td>
</tr>
</tbody>
</table>
Resources:

HR Service Desk: 01 896 3333; hr@tcd.ie
HR Webpage: https://www.tcd.ie/hr/

Accredited Academic Courses, Funding & leave arrangements:

Mentoring for Professional Staff:
https://www.tcd.ie/hr/our-services/partners/mentoring.php

Mentoring for Academic Staff:
https://www.tcd.ie/hr/our-services/leadership-people-development/mentoring-momentum/
https://www.tcd.ie/hr/our-services/leadership-people-development/early-career-mentoring/

To Book Your Place:
https://www.tcd.ie/hr/our-services/yourhr/