

## KT Mentoring pilot scheme

### Information for mentors



**The Cochrane Knowledge Translation (KT) mentoring scheme is looking for people with experience of working in knowledge translation and who are willing to share their knowledge by becoming a mentor to someone within Cochrane who has an active KT project or activity.**

#### **What is Knowledge Translation (KT) mentoring in Cochrane?**

KT mentoring in Cochrane is a structured, sustained relationship between two colleagues, in which the person more experienced in a specific area of knowledge translation (mentor) uses their knowledge, experience and understanding to support the development of specific KT practices that will be used in the mentee's Cochrane KT work.

The mentor and mentee will work on a 1:1 basis to discuss the specifics of the KT activity or project and the learning and development needs of the mentee. The Cochrane KT mentoring scheme is 'mentee led' which means the mentee will be responsible for making contact and should have a clear idea of the outcomes they hope to achieve through the scheme. The mentor will support the mentee by providing advice and guidance, based on their knowledge and experiences, and by exploring solutions to achieve the desired outcomes. Mentors will aim to increase mentee's KT skills and knowledge and direct the mentee to additional tools or resources to support learning.

The conversations between mentee and the mentor are collaborative and confidential.

#### **What are the benefits of working with a mentee?**

Delivering projects can be challenging. Having someone who has experience, expertise and knowledge in a similar, specialist area can make a huge difference. Being a mentor may help support a Cochrane contributor to:

- Develop their knowledge and skills in a specific area of knowledge translation;
- Improve their confidence, efficiency and expertise within a specific area of KT for Cochrane;
- Develop new competencies in becoming a KT leader and Cochrane mentor of the future;

Being a KT mentor is a good way to support Cochrane as a global organization to build engagement and capacity for knowledge translation. People who have been mentors have indicated that they have found it to be a very positive experience. People who become mentors on the scheme will be eligible for 1000 Cochrane membership points, which is one year's membership of Cochrane. More information can be found on [Cochrane's Membership pages](#).

The mentoring scheme is also a good way of building or refreshing mentoring skills. There is a training session (optional) at the start of the scheme and support is available throughout the programme.

### Who is eligible to be a mentor in the scheme?

Mentors will be volunteers with experience of delivering knowledge translation. This experience may be from work within Cochrane, within other organizations, or both. Mentors aren't expected to be experts across all themes identified in Cochrane's KT framework. The application process will allow potential mentors to identify which areas they would be happy to mentor.

Mentors will be required to commit to 60 to 90 minutes of mentoring per month for between six to nine months from November 2020. The meetings are likely to be "virtual" (e.g. using internet or telephone). The mentor and mentee will schedule the meetings at mutually convenient times.

### What support will I be given?

All mentors will be provided with an information pack, to support the initial meeting, which provides tips for successful mentoring and discussions. There will be an optional online training session for mentors in November 2020 to build or refresh mentoring skills. This will be an opportunity to connect with the other mentors in the scheme. Additional support from the Cochrane KT and learning departments will be available throughout the scheme to discuss any questions or problems.

### How do I apply to become a mentor?

To apply, you will need to complete this application form (<https://www.surveymonkey.com/r/6SNDJKL>) by **Wednesday, 30<sup>th</sup> September 2020**.

We will try to select projects for geographical, topic and cultural variation from across Cochrane globally.

Applications will be matched based on the details of the mentee's project and the experience of the available mentors. We will also take into consideration preferred language, time-zones and any other factors identified through the application forms.

Applicants will be notified of final decisions by the end of **October 2020**.

### Where can I go for more information?

If you can't find the answer to your questions on the [Cochrane KT learning resources website](#) then you could attend one of our webinar "question and answer sessions" on

- [Tuesday 15<sup>th</sup> September, 08:00 \(UK time\)](#)
- [Tuesday 15<sup>th</sup> September, 16:00 \(UK time\)](#)
- [Thursday 24<sup>th</sup> September; 09:00 \(UK time\)](#)
- [Thursday 24<sup>th</sup> September; 16:00 \(UK time\)](#)

or contact Karen Head ([khead@cochrane.org](mailto:khead@cochrane.org)).