

Capacity Building and Mentorship Framework



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Capacity Building and Mentorship Framework

The Regional Centre for Urban and Environmental Studies, Lucknow aims to provide capacity building, handholding and mentoring support to the municipal officials and urban functionaries. The objective is to enhance knowledge and build the capacities of the officials and functionaries thereby enabling them to effectively deliver their roles and responsibility.

The purpose of this framework is to establish a structured and effective mentorship program for government employees to enhance their training and development. The program aims to provide mentees with guidance, support, and opportunities for growth, while mentors share their knowledge, skills, and experiences to foster professional advancement and improve overall performance.

Mentoring can be one of the most valuable and effective development opportunities an organization can offer to new employees. Having the guidance, encouragement, and support of a trusted and experienced mentor can provide a mentee with a broad range of personal and professional benefits, which ultimately lead to improved performance in the workplace.

Mentor: Faculty Members and subject experts involved in capacity building programmes of RCUES Lucknow, who will guide and support the trainee/mentee in their professional development. Mentors will provide guidance, advice, and encouragement based on their expertise and experiences.

Mentee: Mentee is a government employee/ functionary who seek guidance and support from a RCUES Lucknow to enhance their skills, knowledge, and handholding support. Mentees will include functionaries who actively participate in the capacity building programmes of RCUES Lucknow and are willing to learn and grow and improve their professional performance.

Mentorship Coordinator: The Mentorship Coordinator shall include all the faculty members who are assigned the responsibility for overseeing and

managing the training and mentorship program. Their role includes support and guidance to mentee support in assignments, program evaluation, monitoring progress, providing necessary support in ensuring the smooth functioning of the program.

Objectives

The mentorship framework is designed to achieve the following objectives:

- **Professional Growth:** Provide mentees with guidance, support, and developmental opportunities tailored to their individual needs and requirements. The program aims to enhance their skills, competencies, and confidence, enabling them to succeed in their roles.
- **Knowledge Transfer:** Facilitate the transfer of knowledge, skills, and experiences from mentors to mentees. Mentors share their expertise, insights, and lessons learned, helping mentees gain new perspectives, broaden their knowledge base, and develop valuable proficiencies.
- **Performance Improvement:** Enhance the overall performance and productivity of government employees through targeted training and development. The program aims to foster a culture of continuous learning, personal growth, and professional excellence within the organization.

Mentorship Guidelines

Mentor Selection:

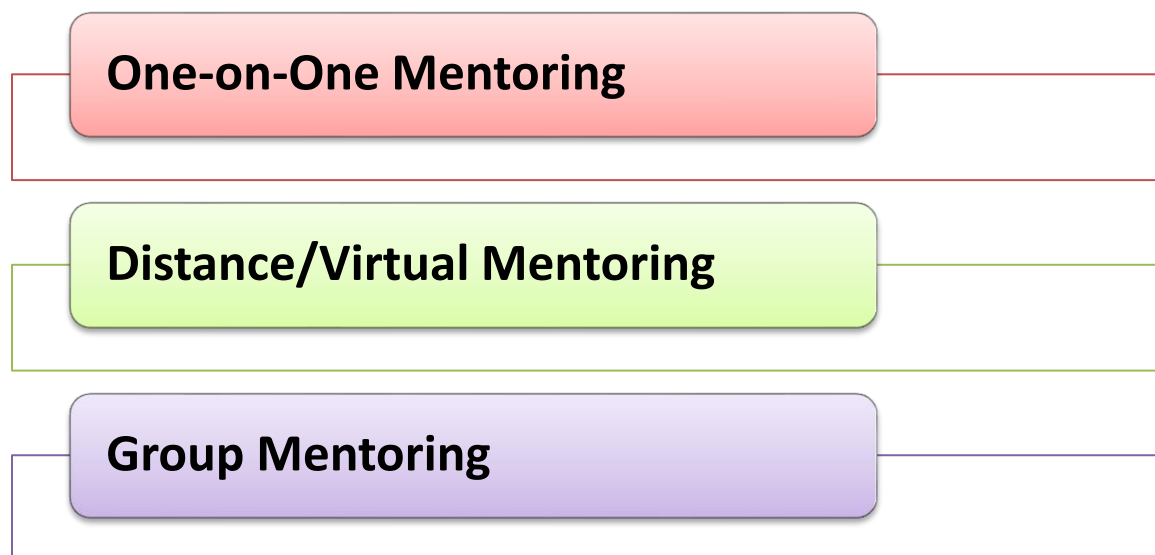
- a) **Expertise and Experience:** Mentors should possess substantial knowledge, expertise, and experience in their respective fields. They should have a track record of professional success and be well-versed in the skills and competencies relevant to the mentees' areas of interest.
- b) **Communication and Interpersonal Skills:** Mentors should have exceptional communication and interpersonal skills to effectively convey their insights, provide constructive feedback, and establish a supportive and trusting relationship with mentees.

- c) **Willingness and Availability:** Mentors should be willing to volunteer their time and expertise to support mentees. They should be available for regular meetings, discussions, and ongoing communication.

Mentee Selection:

- a) **Career Aspirations:** Mentees should be government employees who are motivated to advance their careers and seek opportunities for growth and development. They should demonstrate a strong commitment to learning and a proactive approach to their professional journey.
- b) **Openness to Feedback:** Mentees should be receptive to feedback, willing to receive constructive criticism, and open to learning from the experiences and knowledge of their mentors. They should show a willingness to implement feedback and make necessary improvements.
- c) **Active Participation:** Mentees should actively engage in the mentorship program, take initiative in seeking guidance and support, and show a willingness to explore new ideas.

Models of Mentoring



Mentoring Process:

- The course coordinator of each assigned programme will be the mentor for that batch of trainees
- The Mentor and Mentee can interact and follow all or any of the above mentioned models for mentorship
- Mentor is also required to provide support to the Mentee as and when required
- The Mentor and Mentee are expected to interact either in person or virtually to discuss on specific subjects as required by the mentees
- The Mentor and Mentee share insights and ensure that the Mentees are making the most of the learning opportunities.

Mentorship Program is aimed to greatly contribute to the success of the Capacity Building Programmes at RCUES Lucknow and lead to the overall growth and development of all Mentees. It is urged that all Mentors and Mentees actively participate in this mentorship initiative and make the most of this valuable opportunity for mutual learning and professional advancement.