



BRIDGING THE
DIGITAL GAP THROUGH
REVERSE MENTORSHIP

Guidelines for the volunteer consultant

What should I do when I come to place of consultation?

Place of consultation: library,
community centre, digital
centre etc.



LANGAS | ATEIT

IT-GUIDE



Nordic Network for
Adult Learning



Nordic Council of Ministers
Office in Lithuania

PLACE OF CONSULTATION



**PLACE OF CONSULTATION –
AN INSTITUTION OPEN TO THE
PUBLIC: LIBRARY, COMMUNITY
CENTRE, DIGITAL CENTRE, ETC.**



IMPORTANT!

**CONSULTATIONS SHOULD HAPPEN DURING
THE OPENING HOURS OF THE INSTITUTION
AND IN THE PRESENCE OF ITS STAFF.**



IMPORTANT!

**PLACE OF CONSULTATION –
LIBRARY OR OTHER INSTITUTION**



**DURATION OF CONSULTATION -
BY ARRANGEMENT (UP TO 1 HOUR)**



**YOU CAN CONSULT ALONE
OR WITH YOUR FRIENDS.
YOU CAN VOLUNTEER
FROM THE AGE OF 14.**



**AFTER EACH
CONSULTATION,
RECORD IT ON YOUR
ACTIVITY RECORD
SHEET**



01

FIND A RESPONSIBLE EMPLOYEE

What to do when you arrive at the place of consultation?

First, find the employee in charge of this activity by contacting the institution's information desk, introducing yourself as a volunteer counsellor and showing your volunteering record sheet.

X

03

05



02

PARENTAL CONSENT*

What do you need to know?

After you have met the employee in charge, give him/her the signed parental consent*.

01

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* Parental consent may be required if you are under 18. You can get a parental consent form from your school.



DISCUSS OPTIONS



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03

What needs to be discussed with the person in charge?

Agree on:

- when and where you could provide consultations for visitors.
- how much time you will give for 1 consultation (but no more than 1 hour).
- provide your email and phone number, so they can contact you if needed.

01

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05



BE VISIBLE!

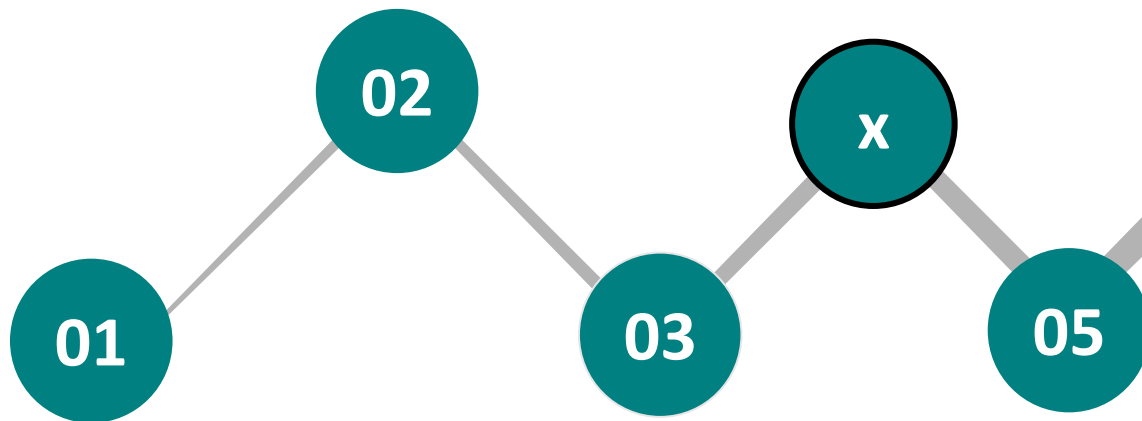


04

Where to start?

Try to make your consultations known to the visitors of library of other institution. Work its staff member to put an invitation on the notice board.

If you know an elderly person who could use help, invite them to your consultation.





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FORMALITIES

05

After the consultation, make sure you fill in your volunteering record sheet as required by your school.

Ask your form tutor for this information first.

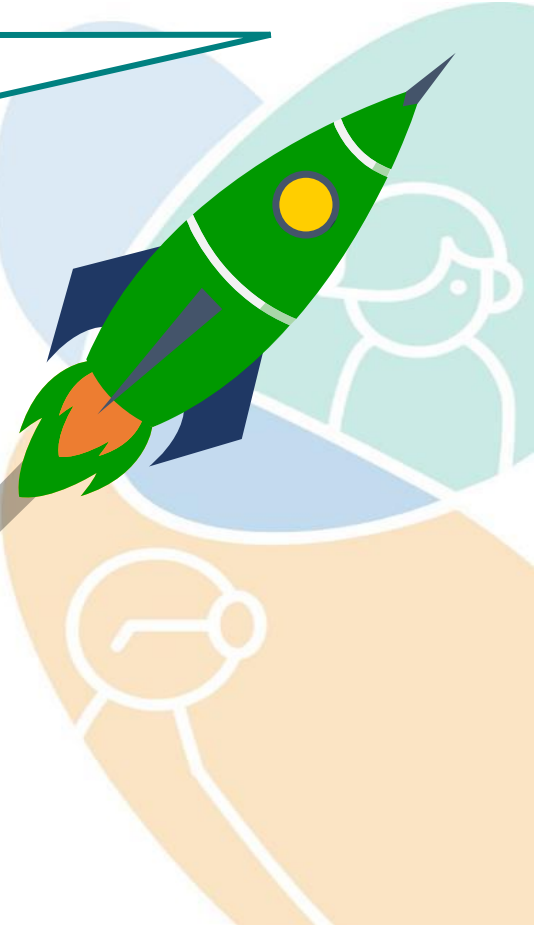
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GOOD LUCK!

Link to the initiative description and all materials:
<https://norden.lt/en/project/it-mentorship/>

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