

COLORADO ATTORNEY MENTORING PROGRAM

INITIAL MEETING GUIDE



WHAT	MENTOR	NEW LAWYER
Come prepared.	Learn what you can about your new mentee prior to your initial meeting.	Learn what you can about your mentor prior to your initial meeting.
Mentor's career history.	Give a brief career history including a description of your mentors and their effect on your career. If you lacked mentors, describe how it impacted your career. Describe why you practice in the areas you do and what path you took from law school to your current position. What would you have done differently? What is the best career choice you have made so far?	Listen. Ask for advice about how to reach your career goals.
Discuss mentee's needs.	Discuss mentee's career goals and interests. Listen. Ask questions.	Explain your career goals, including practice areas that interest you.
Determine how you would like to structure a mentoring relationship.	Mentoring plans will differ from pair to pair. Not all mentoring pairs will follow a structured mentoring plan. You should create a game plan that best helps you achieve your mentoring goals and learning objectives. If formal mentoring is not necessary and you are not concerned about CLE credits you can simply participate in an informal mentoring relationship which is entirely self-directed by the two of you. However, you should have some plan to give your relationship a direction.	Think about how you learn best. Do you like to have a plan? Do you like accountability? Do you have specific goals you would like to achieve during your time in the program? Each of these questions should guide you in determining whether you should proceed more formally through the program.
Develop a Mentoring Plan or Goal Plan. There are various Model Mentoring Plan on the CAMP website.	Review the model plans in advance. Be ready to discuss and develop an individualized plan for your mentee.	Review the model mentoring plans. Work with the mentor to select activities that will provide training and help you reach desired career goals. Each mentoring plan can be modified by the pair to fit the specific needs of the mentee. Please feel free to design your own program by combining relevant tasks and events from the pre-designed plans or creating your own plan entirely.

Guide to Goal Setting

Appropriate goal-setting is crucial to the success of the mentorship program and its participants. You're more likely to get the results you want if you know how to set achievable and relevant goals. Here are some of the most important factors in successful goal-setting and a worksheet to get you started:

Clear Timelines

Be disciplined in setting a clear timetable for each step of the process. Outline specific steps, and decide on deadlines for those steps. Targeting a completion date helps in planning and in answering to the mentor. Consider the duration of the mentorship in planning timelines. If the mentee expresses many goals which could span years, the mentor may not be able to see these goals through completion.

Realistic Expectations

It's wonderful to aim high and have big dreams, but design your mentoring goals to be realistic and achievable. Mentors should encourage mentees to set smaller, time-bound goals as they progress, eventually leading to big results. Remove unhealthy comparisons from the picture with reminders that the mentor spent years of effort and training to reach his or her level. Set expectations realistically based upon existing skills and abilities. Break down goals into incremental steps, providing the opportunity for many mini-successes along the way. Celebrating those small victories will help keep the end goal in sight (and provide a nice self-esteem boost!)

Specific Targets

It's challenging to measure completion of a goal unless the specifics are laid out from the very beginning. Avoid agreeing upon goals that are too vague such as, "I hope to become a respected leader in the field" and consider goals that are specific and measurable, such as completing a specific assessment or certification within an agreed-upon time frame.

Relevant Focus

Are your goals relevant to the mentorship? If the mentee expresses goals outside the realm of what the mentor can assist with, then leave these goals outside the relationship. Focus on goals where the mentor can be of strong, related assistance. It's okay to lay ideas out like cards on a table, and pick and choose the ones that make the most sense for the partnership.

Stretch Difficulty

Though it's not a bad idea to set some goals that are somewhat easily attainable for the mentee to get their feet wet, remember that the purpose of the mentorship is to expand skills and abilities and to challenge the mentee. Work together to set goals that require legitimate effort and help train the mentee for future, similar situations.

Feedback Opportunities

Appropriate goal setting should include plenty of opportunity for feedback and evaluation along the way. Checking in along the way to give advice and encouragement, or to even re-evaluate, will make all the difference in the mentee's efforts and attitude. Schedule planned checkpoints.

SMART Goal-Setting Worksheet

Step 1: Articulate your goal in as few words of possible.

My goal is to: _____

Step 2: Make your goal detailed and SPECIFIC. (Answer who/what/where/when/how.)

HOW will you reach this goal? List at least 3 action steps you'll take (be specific):

1. _____
2. _____
3. _____

Step 3: Make your goal MEASURABLE. (Add details, measurements, and tracking details.)

I will measure/track my goal by using the following metrics or methods:

I will know I've reached my goal when: _____

Step 4: Make your goal ATTAINABLE. (What additional resources do you need for success?)

Items I need to achieve this goal: _____

How I'll find the time: _____

Things I need to learn more about: _____

People I can talk to for support: _____

Step 5: Make your goal RELEVANT. List why you want to reach this goal:

Step 6: Make your goal TIMELY. (Put a deadline on your goal and set benchmarks.)

I will reach my goal by (date):

My halfway measurement will be _____ on (date):

Additional dates and milestones I'll aim for: