

MENTORSHIP PROGRAM

Individual Meeting #1 | Guidelines



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DATE AND LOCATION

Schedule a preferred time, duration, and location for getting together in a one-on-one setting. Example locations might include:

- Mentor's Office
- Coffee Shop
- Restaurant
- APA Conference

COMMUNICATION PROTOCOL

- Exchange contact information (preference for e-mail or telephone)
- Agree on frequency of communication, response time, and confidentiality

MENTEE DISCUSSION TOPICS

- Discuss goals and expectations of the mentorship relationship
- Explain why you are interested in the planning profession and areas of specialization
- Share past planning projects and other milestones
- Prepare in advance of the meeting to ask specific advice regarding career development

MENTOR DISCUSSION TOPICS

- Describe how you got into the profession and what your current job responsibilities are
- Recommend specific business skills necessary to succeed and strategies to develop these skills (e.g., joining organizations, networking, course selection)
- If applicable to experience level of Mentee, provide a general overview of the building blocks of planning (e.g., public vs. private sector, different areas of specialization)
- Share past planning projects and other milestones
- Share a list of planning-related resources that he or she has found particularly helpful and discuss the list

NEXT STEPS

- Confirm the next individual meeting will be in February, or if prefer greater frequency of gatherings
- Tentatively talk through preferable activities for the next meeting. *Suggestions are listed in the **Looking Ahead** sidebar to the right*

As a participant in the 2016-2017 Mentorship Program, Mentees will benefit from interaction with an experienced planning professional, and Mentors will play an inspiring role in the career of young planners. Mentees will be given an opportunity to further develop their career goals and knowledge of their pathway in the profession. Mentors will have the opportunity to share their knowledge and lessons learned with newer planners.

Looking Ahead

With the winter holidays around the corner, the second meeting is planned for February 2017. Each pair will want to tentatively discuss which type of activity is preferred for the next gathering:

POTENTIAL LOCATIONS

- Mentor's Office
- Coffee Shop
- Restaurant

POTENTIAL ACTIVITIES

- Résumé, portfolio, cover letter, and/or online profile critique
- Discuss 1-year, 5-year, 10-year goals and compare Mentor's and Mentee's prior and current goals
- Tour of Mentor's workplace
- Job shadowing for half a day
- Mock interview
- Share a Mentor's specific project in detail

