

# MENTORSHIP PROGRAM

Individual Meeting #1 | Guidelines



## Individual Meeting #1 | Guidelines

### 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

### COMMUNICATION PROTOCOL

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

### MENTOREE 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 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 Mentoree, provide a general overview of the building blocks of planning (e.g., public vs. private sector, different areas of specialization)
- Share past 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 January, 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 2017-2018 Mentorship Program, Mentorees will benefit from interaction with a more experienced planning professional, and Mentors will play an inspiring role in the career of less experienced planners. Mentorees 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 January. 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 Mentoree'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

