Administrative Professionals Advisory Council
Mentor Program Suggestions for Meetings

Month One
- Set a date for your first meeting and get acquainted over lunch
- Share your story and listen to your mentee’s story
- Prepare to ask about the goals your mentee would like to accomplish and really listen
- Establish expectations of the relationship
- Discuss the frequency of your meetings and put those dates on your calendars
- Be positive and encouraging

Month Two
- Make time to send a note to your mentee between your first and second meetings
- Let your mentee pick your brain, share your institutional knowledge
- Dive deeper into your mentee’s goals discussing ways to accomplish them
- Set the example by remaining positive about your institution and work environment

Month Three
- Set aside time for Q&A; your mentee may still have questions about their new work environment
- Focus on one of your mentee’s goals
- Give your mentee additional resources or homework to assist them in completing a goal

Month Four
- Touch base on the progress of your mentee’s goals, focus on a new goal
- Give your mentee additional resources or homework to assist them in completing a goal
- Hone in on your mentee’s strengths in order to develop them

Month Five
- Make time to send a note to your mentee between your fifth and sixth meetings
- Touch base on the progress of your mentee’s goals
- Provide constructive feedback
- Encourage professional development opportunities

Month Six
- Celebrate the successes your mentee has had over lunch
- Share some of your networking connections
- Encourage continued growth and development
- Establish how to stay connected