**Mentor Training**

**A precursor to any mentoring educational program**

*This training program is designed to be a two-part endeavor, with the mentor training happening first; those who participate in the training are then eligible to participate (as a mentor) in the second part. The second part of the training is the actual mentoring program, the format of which can be many different things; we’ve provided a suggested program format, along with ideas on how to customize the training.*

**Part I – Train-the-Trainers:**

**Mentoring Training focused on Excellence and Professionalism in the Law**

* 3.5 hour program total
	+ 30 minute registration period
	+ 2 hours of content (including 30 minutes of ethics)
	+ 1 hour of post-program networking and socializing (Optional)
* Fees:
	+ Complimentary for Inn members, small fee for non-members (if it is open to the public)
* Materials:
	+ PowerPoint [template]
	+ Background materials
		- Foundation research [located in mentoring resource library]
		- Research on specific state statistics/professional creeds/state bar rules (done by the Inn)
	+ Evaluation [template]
	+ Sign-up Sheet for Part II program

**Marketing description:**

Do you remember what is was like starting out as an attorney, wrestling with questions such as, “Should I put out my shingle or join a firm?” or “What is the right way to conduct myself when challenged by opposing counsel?” or even “What should I wear when I have to appear multiple days in court?” Can you imagine what it would be like to be both new and have to wrestle with the complications brought into the legal profession due to technology and social media? Do you remember how you wished you had someone to turn to for those small and seemingly silly questions? Do you regret not having someone to lean on when contemplating a sticky ethical situation? Now is your chance to “pay it forward” and help those coming up with those very same issues.

If you’re interested in being a mentor, it means that you feel that you have something of value to share with others. This training acknowledges the experience and expertise that you bring to the table – and we thank you! However, depending on your career stage, you might need a refresh on what it felt like back in the day. We’ll help you get into the right mindset for mentoring, helping you to walk a while in the shoes of a law student, a newly minted attorney looking for work or the newer associate getting further into the legal thicket.

During the program we’ll cover:

* The importance of mentoring in the legal profession
* Delivery of criticism
* The world of the new attorney
* Common issues faced by less experienced practitioners
* What’s in it for you?
* And more!

**Schedule/Timing:**

|  |  |
| --- | --- |
| * Registration and networking
 | 30 minutes |
| * Greetings and introduction of the program
 | 10 minutes |
| * + Slides 1 – 4
 |  |
| * Mentoring moment
 | 5 minutes |
| * Why mentoring?
 | 5 minutes |
| * Managing Emotional Reactions to Criticism
 | 20 minutes |
| * + The world of the new attorney
 | (10 minutes) |
| * + Generational Differences
 | (10 minutes) |
| * Feedback: Giving it and Receiving it
 | 20 minutes |
| * Common issues
 | 50 minutes |
| * + Ethics
 | (30 minutes) |
| * + Other Themes
 | (20 minutes) |
| * Mentoring moment
 | 5 minutes |
| * What do you get out of it?
 | 5 minutes |
| * Thank you and sign-ups
 |  |
| * Social event
 | 1 hour |

**Logistics:**

* A PowerPoint presentation set-up is required.
* Content outline and talking points are included in the PowerPoint template.
* Inns should feel free to personalize the notes/talking points to ensure it is relevant to their particular audience.
* There may be specific state documents that would be useful that each Inn will need to collect.
* The content is designed to be substantive enough to be eligible for 2 hours of CLE (including .5 hours of ethics. It will need to be submitted on an Inn-by-Inn basis.

**Program Follow-Up:**

* Send or provide a program evaluation form
* Have a sign-up sheet on site to garner participants for your Part II mentoring program
* Be sure to include suggested topics/areas of expertise, but also provide them with the option to suggest what topics should be included

**Part II - Program Pairing Suggestion:**

**Speed Mentoring**

Once the mentor training has happened you can pair it with any number of programs. How you pair it up is up to you!

* Hold the training at the start of the Inn year to ready your mentors for the year ahead.
* Hold Part II in conjunction with the mentor training [see sample of what they do at the Richard Linn Inn].
* Hold Part II a week or so after Part I.

Our favorite is some kind of take on speed dating…here’s just one example of how you might do it:

**Logistics:**

* Two-hour program
* Participating mentors will have attended the Part I training
* Make sure there’s a mixture of people at each table:
	+ Experience levels
	+ Career stages
	+ Firm size
	+ Defense and prosecution
* Customize the program to your main audience
	+ Professors can help with mentoring law students
	+ Enlist newer associates in your Inn
	+ Bring in specific information regarding your state’s rules and codes
* Make sure there are enough tables and mentors to go around
* Take ~15 minutes at the start of the program to talk about roles and responsibilities of both parties, how to accept feedback, what they can expect in terms of support from your Inn, etc. Orient your mentees just as you’ve oriented your mentors. [Check out some of our resources in the Library.]
* Have themes for each table to help the participants know where they want to spend their time
* Use a bell to indicate when it’s time to change tables
* Keep the “daters” in smaller groups, 4 or 5, and have enough tables accordingly (you may not need 10 as indicated below)
* Incorporate elements of socializing, providing complimentary hors d’oeuvres and a glass of wine as they make their way around the room

**Marketing description:**

Finally…chances to ask all those questions that have been swimming around in your head! This valuable opportunity enables you to meet and spend time with attorneys practicing in areas that may interest you – you can ask questions, make connections, explore career paths you might not have considered before, and have some food and fun at the same time!

Using a format similar to speed dating events held around the country, attorneys will be assigned tables by certain mentoring topics and groups of law students and less experienced attorneys will rotate between the tables at the sound of a bell.  Participating attorneys will field questions on mentoring topics ranging from specific practice areas, ethical dilemmas, effective networking, and negotiating work/life obligations & opportunities. This program is the perfect opportunity to promote professionalism, ethical conduct, and excellence in the practice of law.

**Schedule/Timing:**

|  |  |
| --- | --- |
| * Registration and networking
 | 30 minutes |
| * Greetings and introductions
 | 5 minutes |
| * Mentoring moment
 | 5 minutes |
| * Table stop 1
 | 10 minutes (8 minutes of talk, 2 minutes of moving) |
| * Table stop 2
 | 10 minutes (8 minutes of talk, 2 minutes of moving) |
| * Table stop 3
 | 10 minutes (8 minutes of talk, 2 minutes of moving) |
| * Table stop 4
 | 10 minutes (8 minutes of talk, 2 minutes of moving) |
| * Table stop 5
 | 10 minutes (8 minutes of talk, 2 minutes of moving) |
| * Table stop 6
 | 10 minutes (8 minutes of talk, 2 minutes of moving) |
| * Table stop 7
 | 10 minutes (8 minutes of talk, 2 minutes of moving) |
| * Table stop 8
 | 10 minutes (8 minutes of talk, 2 minutes of moving) |
| * Table stop 9
 | 10 minutes (8 minutes of talk, 2 minutes of moving) |
| * Table stop 10
 | 10 minutes (8 minutes of talk, 2 minutes of moving) |
| * Mentoring moment
 | 5 minutes |
| * Thank you and housekeeping
 | 5 minutes |

**Program Follow-Up:**

* Send or provide a program evaluation form [template]