



**LAWYER TO LAWYER MENTORING PROGRAM
WORKSHEET B
INTRODUCTION TO THE MENTOR'S OFFICE**

Worksheet B is intended to facilitate discussion between the mentee and mentor as the mentor introduces the mentee to his/her office and staff.

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- Discuss the importance of having support staff on your team and treating them with respect.
 - Share suggested “do’s and don’ts” of dealing with support staff, colleagues, and those more senior than the mentee.
 - If the mentee has an assistant, secretary, and/or paralegal, explain what is appropriate and inappropriate to ask of them.
 - Discuss the importance of asking for help before taking action about which you are unsure and of obtaining assistance when you have made a mistake. Give the mentee examples of problems you have encountered and tried to solve without help and discuss the consequences.
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IN-HOUSE MENTORING RELATIONSHIPS

- The mentee should be introduced to other lawyers and personnel in the office. If the office is large and it is not feasible to introduce the mentee to everyone, the mentee should at least be introduced to the partners, supervisors, and other attorneys that the mentee will work with.
- Explain who the mentee should expect to get work from. Do all assignments come through one person? Is the mentee responsible for checking with a group of people to obtain assignments? To whom does the mentee report?
- To the extent possible, discuss the working styles and preferences of the individuals for whom the mentee will be working. If the mentor does not have this information, introduce the mentee to others in the office who can share this information.



- Discuss office culture and administrative details, such as the following:
 - workday flexibility and what time new attorneys are expected to arrive and leave the office;
 - the social climate that exists among staff; and
 - appropriate office dress.

- Discuss the types of tasks new attorneys should expect in their first three months, first year, and first three years. Explain how the mentee will obtain practical experience while employed in the office. If there is a formal training program for new attorneys, explain the structure of that training.

- Discuss the mentor/mentee relationship within the context of the mentee's employment. Make it clear if the mentor is responsible in whole or in part for reviewing the mentee's performance. Discuss whether the mentor is the mentee's supervisor, and if so, what that relationship entails.

- Distribute the office's policy manual to the mentee and use it as an agenda for issues to be discussed.

OUTSIDE MENTORING RELATIONSHIPS

- Introduce the mentee to members of the mentor's office, including non-lawyer staff.

- Explain to the mentee each employee's role in the office and each lawyer's area of practice.

- Share co-workers' accomplishments that the mentor recommends emulating.

- Discuss practical skill-development activities for the mentee. For example, the mentee could volunteer at a bar association and act as counsel for disciplinary cases, get on a guardian ad litem list at the local court, or sign up for criminal or probate court appointments, etc. Additionally, the mentor may be able to introduce the mentee to a colleague with whom the mentee could co-counsel a criminal case, or the mentor may be able to introduce the mentee to a judge who could appoint the mentee to second-chair a case with a competent, professional, and experienced first-chair attorney.



- Share how the mentor or mentor's colleagues gained practical experience at the beginning of their career.
- If possible, distribute the mentor's office policy manual to the mentee and use it as an agenda for general discussion.