

## Mentorship Timeline – Protégé has a Job

*Use the suggested checklist below as you progress through your yearlong mentorship!*

### Phase I: Agreement & Getting to Know Each Other

#### **Meetings:**

- Solidify your preferred schedule of communication. Consider tools like Skype or Facetime and use Doodle (<http://doodle.com>) to coordinate your meetings.
- Select one day each month for a recurring phone call. Confirm your meeting a day or two in advance.
- Clarify expectations for mentorship roles. For example, when to follow up with each other.
- Create an agenda before your meetings to make the most of your discussions.
- Talk about mentors or role models each of you has had in the past and how they impacted your life or career.
- Discuss what motivates and fulfills you at work.

### Phase II: Goal Setting and Plan Implementation

#### **Goal Setting:**

- Review the completed Career Assessment Questionnaire included in your introductory email, and use it to help fill out [ACP's Yearly Action Plan](#) together during your first or second meeting.
- Establish a Top 10 list of realistic and achievable goals to be met over the course of the mentorship.
- Discuss if sharing feedback on a Google doc is helpful.
- Ask your ACP Point of Contact for goal setting tools!

### Phase III: Career Advancement Topics

#### **Networking and Relationship Building:**

- Consider setting up informational interviews with colleagues. Work together to prepare a list of questions to ask during an informational interview.
- Discuss etiquette for following-up after an informational interview (e.g. sending a thank you note, connecting on LinkedIn, asking for help in the future).
- Set up a day to shadow meetings, either in person or remotely.
- Discuss strategies that one can employ to help forge strong relationships with managers, coworkers and reports.
- Discuss best practices in building your personal brand on social media.
- Read and discuss [Networking Tips](#)
- Visit [ACP AdvisorNet](#) to network with an online community of Veterans and Advisors

#### **Corporate Culture:**

- Discuss how civilian colleagues might differ from military colleagues. Consider touching on communication style, formality, decision-making, team-building, socializing, etc.
- Discuss the differences in management styles in the military and the civilian workforce. Consider elaborating on employee reviews, decision-making, motivation, etc.

- Discuss the specific office culture of your companies. What are the unwritten rules? Are there any affinity groups to become involved in? (e.g Veteran's Group, Women's Group)
- Discuss career progression in the corporate world.

#### **Performance Review Preparation:**

- Discuss a typical performance review in the corporate world and how it compares to the military.
- Conduct a 360 review and use the results to create a professional development plan.
- Conduct a performance review for the Protégé to identify his/her job-related strengths and weaknesses.

#### **Work-Life Balance:**

- Watch and discuss the Ted Talk [How to Make Work Life Balance Work](#).
- Discuss your hobbies and what you wish you had more time to do.
- Discuss how you manage stress.
- Research what support the Protégé's company has available for their employees.

#### **Bridging the Military and Corporate World:**

- Discuss military background. What is your Mentor's connection to the military? What is your Protégé's experience?
- Develop an elevator pitch of your military experience that can be shared with coworkers. Help them understand your background.
- Discuss if there are public speaking opportunities at your company to share your background and network.

#### **Professional Development:**

- Discuss if there are professional certifications, courses, networking groups or volunteer organizations that may align well with career goals.
- Are there employees at your company that you aspire to? If so, consider pursuing an informational interview to learn how they got there.
- Discuss how to track professional development. What are effective ways to ask colleagues for constructive feedback?
- Discuss the best and worst managers you have ever worked for. What qualities did you value in your best managers? How did you adapt to a more difficult manager?
- Discuss how someone new joining your team changes the team dynamic. How can that person make a good impression on their new colleagues?
- Complete the assessment [What's Your Leadership Style?](#) from Harvard Business Review. Compare your results. What did you learn from one another?

### **Phase IV: Closure**



#### **Assessment and Best Practices:**

- Review your original mentorship objectives and see where you have progressed throughout your mentorship.
- Begin developing 2-year, 5-year, and 10-year plans for growth for both the Protégé and Mentor, and compare them.
- Complete the [End-of-Year Checklist](#).
- Develop a plan going forward.

*At the end of the year, Mentors and Protégés should discuss how often and if they will communicate moving forward. While ACP will not continue to formally monitor and support the relationship, we encourage you to stay in touch, perhaps on a more informal basis (emailing occasionally and scheduling coffee, lunch, or a phone call every few months). The resources offered at [acp-usa.org](#) and on ACP AdvisorNet will remain available to participants looking for continued professional development, business advice, and networking.*