



1. Get acquainted!

You may do this by email, phone, or Skype. In addition to the information you provided in your profile, you may wish to answer one of the following questions to give your mentor/mentee a better idea of who you are.

- A. Tell me how you came to work in the LTC field?
- B. Describe the most challenging part of your role?
- C. Tell me why you decided to become a mentor/mentee?

2. Share your goals...

- A. Mentees, be sure to complete the strengths and challenges worksheet and the goals worksheet before your initial discussion with your mentor.
- B. Complete the commitment worksheet together. Mentees, be specific in your goal-setting. Mentors, ask questions and learn as much as you can about your mentee's goals and to help them identify changes and resources that will help them to progress.
- C. Utilize the discussion-tracking sheet each month. Be sure to fill-in discussion takeaways so that you can follow your progress throughout the session.

3. Set expectations.

Once you feel comfortable with your mentee/mentor and you understand their goals, be sure to establish what your expectations are in regard to your schedule. Be sure to plan your next meeting. The commitment is 1 hour per month, but some mentors/mentees may wish to touch base more frequently. Here are some helpful questions to ask each other:

- A. What is your work schedule and what is the best time to talk?
- B. How many times would you like to talk per month?
- C. Is it okay to call/email you at an unscheduled time when I have a question?

4. Have fun!

Getting to know your mentor/mentee throughout the next six months is going to be an enriching experience. You are bound to learn things about yourself that perhaps you've never realized before. Always remember, the more open and invested that you are to your commitment as a mentor or mentee, the more you will get out of it.

And remember, if you have questions or would like to share information along the way, always feel free to reach out, **Scott Hammond** at shammond@AAPACN.org or **800.768.1880 EXT. 325**.