First Meeting Guide

- Mentees should contact their mentor to set up a meeting as soon as possible after they receive their pairing email.
- The TIP Program prefers the first meeting to be in person to help establish the relationship with face-to-face introductions and interactions, but virtual meetings are allowed.
- If Mentees are unable to contact their Mentor immediately, please do not give up. If they are unable to get in touch with their Mentor after sufficiently attempting, through all available contact information, please get in touch with the LSBA at TIP@lsb.org as soon as possible.

The most important issue at the first meeting, after introductions and some face-to-face discussions, is for Mentees to set up their Personal Mentoring Plan. However, this includes more than choosing which activities they will complete. Mentees and Mentors also need to discuss everything else about how they will complete the program and activities in order to have a successful mentoring relationship, and be able to complete the program in a timely manner.

What should we discuss?

- Personal Mentoring Plan
- Goals
- Schedules
- Timelines
- Communication Style

1. **Personal Mentoring Plan**
    - Mentees must complete all Annual Activities. Discuss how each one will be completed.
    - Mentees can choose specialized courts tailored to a certain area of interest, as well as finding a meeting or function of a group that they might have an interest in joining.
    - Pairs can also discuss how they could choose State or Federal court hearings tailored to different interests as well.
    - Mentees and Mentors should choose which Discussion Activities they think they want to talk about in each Section. Mentees must complete at least 5 in each Section, but they can complete more. The program can also be tailored here as well based on which activities are chosen.
2. **Goals**
    - Mentees should discuss what goals they have for their career.
    - Mentors and Mentees should talk about their goals for the program as well.
    - Pairs should address what they both want to get out their time together.
3. **Schedules**
    - Mentees and Mentors should discuss their individual schedules and what amount of time they have to devote to the program.

- Pairs can talk about what time of day or time of the week might be best for each of them to meet based on their responsibilities.
- Mentors and Mentees should discuss if they are available outside of their regular schedule.

4. Timelines

- The TIP Program only requires 4 meetings between Mentors and Mentees, but pairings often meet more frequently.
- There is no set timeline to complete activities. The LSBA sets out the requirements, but are always very flexible regarding the logistics of completing the activities.
- Mentees and Mentors can follow any schedule or timeline they agree upon and should discuss the timeline of how they will complete activities going forward.
- Pairs should talk about what happens if something comes up to interrupt their agreed upon schedule.

5. Communication Style

- Mentors and Mentees need to talk about how they communicate best.
- Pairs should discuss which communication methods they are, and are not, available on and when.

TIPS

- Learn what you can about your Mentor or Mentee before your initial meeting.
- Mentees should review the activities before your meeting so that you have an idea of what activities you want to select, and you can discuss them with your Mentor when you arrive.
- Mentors can discuss their own experiences with mentors during their career, or if they lacked mentors, how that affected them.
- Be as specific as possible:
    - Example: Talk about exactly how each Annual Activity will be accomplished, and which person might have to be called on to assist with completing the activity if it is not something that the Mentor or Mentee can accomplish through their job.
    - Example: Mentee says they use their phone the most to communicate (but by text message), or the Mentor says the easiest way to get them is through email.
- Getting everything discussed at the first meeting might seem daunting, but it can save time and effort down the line when expectations have already been set.
- Listen!
- Ask Questions!!

After Mentees and Mentors have gone over the TIP Handbook, discussed how they will handle the program, chosen activities, discussed meeting dates and proposed schedules, filled out their plan, and signed it, that is the Mentee's Personal Mentoring Plan. The last page of the Personal Mentoring Plan (the Mentoring Plan Acknowledgment page 24) is what is turned in to TIP@lsba.org. Mentees must send this within 45 days after they are paired.