



ACC Mentor Match: Checklist for Establishing a Mentor-Mentee Relationship (6-Month Program)

Before the Relationship Begins

1. Complete or update your [**Member Profile**](#)
 - o Upload a current professional headshot
 - o Craft a clear, concise bio that includes career background and trajectory, current role and responsibilities, and areas of expertise and specialization
 - o Update professional information: Industry sector, areas of interest, years of experience, size of legal department, and contact details
2. ACC Mentor Match Enrollment
 - o Select your participation type:
 - Enroll as [**Mentor**](#)
 - Enroll as [**Mentee**](#)
 - Option to participate in both roles
 - o Define your profile emphasis:
 - For Mentees: Outline specific development goals and areas where you seek guidance
 - For Mentors: Highlight expertise areas and experiences you can share
 - o Review program resources:
 - Read the [**FAQ section**](#)
 - Familiarize yourself with available [**Mentoring Resources**](#)

Matching Preferences

1. Browse Profiles
 - o Explore the available [**Mentor**](#) and [**Mentee**](#) profiles on the online portal.
 - o Filter profiles by areas of expertise, location, shared interests, or industries to find the best fit.
2. Select and Connect
 - o Choose **one** Mentor or Mentee whose background and goals align with your preferences.
 - o Send a personalized message introducing yourself, outlining your goals (if you're a mentee) or expertise (if you're a mentor), and expressing interest in building a mentorship relationship.
3. Confirm the Match
 - o Wait for a response and discuss expectations to ensure a mutual understanding.
 - o Once both parties agree, confirm the match through the ACC Mentor Match platform.
4. Draft the Mentorship Plan
 - o The Mentee prepares a [**Mentorship Plan**](#) worksheet and shares the draft with the mentor before the first meeting.
 - o Use the worksheet to outline short-term and long-term goals for the mentorship program and set the stage for productive collaboration.

First Meeting: Optimize Your Start

1. Establish Rapport
 - Share your professional backgrounds, current roles, and career highlights.
 - Discuss the Mentee's aspirations and the Mentor's relevant experiences to build trust and connection.
2. Define Objectives
 - Collaboratively review the Mentorship Plan worksheet, clarifying the mentee's goals (e.g., skill-building, career progression, or expanding networks).
 - Set clear, measurable goals to achieve during the 6-month mentorship period.
 - Identify actionable ways the mentor can provide support and guidance to help meet these objectives.
3. Set Expectations
 - Agree on meeting logistics, including frequency, duration, and format (e.g., monthly 1-hour virtual or in-person sessions).
 - Establish boundaries and confidentiality protocols to create a safe and respectful environment.
 - Choose preferred communication methods (e.g., email, phone, or messaging apps) for ongoing collaboration.

Ongoing Meetings (Monthly or Bi-Monthly)

1. Regular Check-Ins
 - Discuss the Mentee's progress toward their goals, celebrating achievements and identifying areas for improvement.
 - Address obstacles the mentee is facing and collaborate on strategies to overcome them.
 - Review tasks or action items assigned during the previous meeting and evaluate outcomes.
 - Share practical advice on soft skills, such as communication, leadership, or problem-solving, tailored to the mentee's needs.
 - Identify and discuss opportunities for networking within ACC and beyond to expand the mentee's professional connections.

Mid-Point Review (Month 3)

1. Evaluate Progress
 - Complete a brief 3-month survey to assess the mentorship experience so far.
 - Review goals achieved and identify areas that require additional focus or refinement.
 - Provide constructive feedback on the mentorship relationship, highlighting successes and suggesting areas for improvement.
 - Update the mentorship plan as needed to reflect new priorities, strategies, or goals for the remaining months.

Program Conclusion (Month 6)

1. Final Meeting
 - Celebrate achievements, and reflect on accomplishments and progress made toward goals.
 - Discuss actionable steps for the mentee's continued career growth and development.
2. Feedback & Reflection
 - Complete the Mentor Match Evaluation to provide feedback on the overall program.

- Reflect on the impact of the mentorship and offer suggestions for improving future experiences.

3. Stay Connected

- Consider scheduling occasional follow-ups to maintain the mentorship relationship.
- Plan to reconnect at future ACC events, such as the Annual Meeting, to continue networking and collaboration.