

## GETTING STARTED: MENTOR CHECKLIST

The checklist below will help ensure you are prepared for your initial meeting with your mentee. The mentee is responsible for contacting you and setting up the initial meeting. If you have not heard from your mentee by mid-January, please reach out to them.

### Complete these Steps Prior to Initial Meeting:

- Review the Initial Meeting Guide (see pg. 9);
- Mentors are encouraged to watch the Webinar Training videos at <http://www.wisbar.org/formembers/membershipandbenefits/Pages/Ready-Set-Practice-Training-Video.aspx>; and
- Identify anything you would like to learn from your mentee.

### REMEMBER:

- You have a wealth of information to share. Think back to what helped you most along your career path. Share what you learned, mistakes you made, strategies for success and things you wish you would have done.
- There is so much that lawyers do not learn in law school. Share practical tips you have learned along the way that will help your mentee acquire skills to be a better professional.
- Listen to your mentee's questions. Work to foster a learning environment where he or she feels comfortable asking questions.
- Introduce your mentee to lawyers, judges, and others in the legal community. It is your professional network that will be instrumental in providing another type of learning opportunity to your mentee.
- Your mentee may want to learn about areas in which you have no experience. Reach out to others to assist your mentee.
- If you encounter a situation where a lawyer may need additional support, contact the State Bar's WisLAP program. WisLAP is designed to help lawyers, judges, law students and their families by offering services that promote physical, mental and emotional health. It is based upon lawyers helping other lawyers. The program provides free, confidential assistance in improving or maintaining health and wellbeing whether coping with substance abuse or dependence, mental health challenges, or other stressors which negatively impact the quality of life and/or the practice of law. Starting out in the practice of law can be as challenging as it is exciting. Don't hesitate to get a free consultation from this program. It is the smart thing to do.

**WisLAP Contact Information:**

- **24 hour helpline:** (800) 543-2625
- **WisLAP Coordinator, Mary Spranger** [mspranger@wisbar.org](mailto:mspranger@wisbar.org)  
(800) 444-9404 ext 6159