

## **General Guidelines for a Successful Mentoring Relationship**

1. Each Mentee will realize and appreciate the commitment of time that their Mentor has made. (Showing up at scheduled appointments on time and being prepared with any committed material or homework assignments that the Mentor has given).
2. Begin with general introductions: Mentor tells about themselves and how they got to where they are. Mentee tells about themselves and what has gotten them to this point in their writing and/or publishing career.
3. Mentor may need to familiarize Mentee with the overall publishing industry.
4. Mentee outlines his/her career track, goals and development focus based on competencies and development areas identified—these should have been completed and forwarded to the Mentor by the Mentoring Program Chair; Mentee clarifies who his/her audience is and how they will get their attention.
5. Define and agree upon commitment levels. How often will you meet? How will you make contact? What are the expectations of each? (It is recommended that Mentor/Mentee meet at least twice face to face—or at least attempt—but phone and e-mail may work just as well)
6. Progress on goals set at previous Mentor/Mentee meetings are evaluated and discussed at each meeting (whether in person or on the phone). Goals that are set at the meetings can also be discussed for added accountability.
7. Mentor may aid in networking for specific areas of focus (i.e. Who to call for printing bids; who is a great illustrator; who does editing; who does interior design work?, etc.)
8. Every Mentor should attend the final appreciation and celebration event to celebrate the Mentee's successful year and be honored for the tremendous contribution each Mentor has made to the publishing

profession! Event will be a luncheon or dinner hosted by CIPA for Mentors and Mentees only.