



**NAGAP MENTORING PROGRAM**  
**Suggested Mentor to Mentee Communications**

<b>Introductions</b>	Describe your current work, professional background, office environment, institutional setting, etc.
<b>Agree on frequency of communications (e.g. once per month, every 6-8 weeks, etc.)</b>	Know what to expect from each other, so that you both feel successful in the partnership
<b>Determine what communication medium works best for both parties (e.g. phone, email, Skype)</b>	Set this standard from the outset, so that you both feel comfortable with how to reach each other.
<b>Set clear expectations</b>	As a mentor, you might share your own professional experiences, provide higher education resources, and talk with each other about the national association. Inquire about other ways you might be able to assist in the partnership. Ask your mentee to name some additional topics that s/he would like to cover.
<b>Set up topic-based discussions</b>	Have a phone meeting focused on a recruitment event that you have planned, a social media implementation that you have undergone, etc. Provide resources, details, background, highlights, future plans, etc.
<b>Discuss NAGAP</b>	Spend one of your meetings talking about NAGAP. How have you both participated in the organization, benefited, etc.? What types of opportunities are available? How else can one get involved nationally?
<b>Plan to meet</b>	If possible, meet at a regional or national NAGAP-affiliated event.
<b>Assess progress along the way</b>	Talk to each other about your original expectations. Have you met your goals? Do you need to change the frequency of your communications? Do you need to change your medium? Have the topics been mutually beneficial?