

Mentee Guidelines

Thank you for participating in the TLOMA Mentor-Mentee Program! This program is an opportunity to build meaningful professional relationships, strengthen your skills, and gain guidance from experienced legal management professionals.

To make the most of this experience, take some time to review the mentor profiles. Here are some tips to help you find the best fit for your goals:

1. Reflect on Your Goals

Before reaching out to a mentor, consider:

- What do you hope to achieve through mentorship?
 - Are you looking for career guidance, skill development, or help navigating a specific challenge?
- What skills or areas of expertise do you want to strengthen?
 - Examples: leadership, law firm finances, technology, HR, business development.

2. Review Mentor Profiles

Each profile includes details on the mentor's background and availability.

- **Years of Experience/Goals/Expertise:** Does the mentor's experience align with the stage of your career or what you're seeking?
- **Communication Style & Availability:** Will their preferred meeting style (email, virtual, in-person) and time commitment work for you? Would you be comfortable reaching out to this person for advice or feedback or would you prefer an introduction?

3. Reach Out Once You've Identified A Potential Mentor:

- Send a short, professional introduction email explaining who you are, your role, and why you'd like to connect.
- What do you hope to discuss or develop to enhance your career?

Sample Introduction Email:

Hello [Mentor Name],

My name is [Your Name] and I'm currently a [Your Role] at [Firm Name]. I am participating in the TLOMA Mentor-Mentee Program and, after reviewing your profile, I feel your experience in [specific area] would be very helpful to my professional development. I would love the opportunity to connect and explore the possibility of working together.

Would you be open to a brief initial conversation to see if this would be a good fit?

Thank you for your time and consideration.