**WHAT TO EXPECT FROM YOUR MENTOR**

**WASBO MENTORSHIP – Guide for Mentors**

1. Meet personally with your protégé for a “First Meeting.” Go to their District if possible.
2. Go over the Mentoring Agreement and both sign. This will provide a framework for future contact and communication
3. Have your protégé fill out the protégé assessment and review with them where their greatest needs are
4. Observe their office and work area to understand their work environment
5. Go over WASBO events they can attend, including Regional Meetings and conferences
6. Make sure they are connected with the DPI Financial website
7. Find out their background and personal life (i.e., married, kids etc.)
8. Discuss any major challenges or hurdles they may have
9. Stay on schedule as agreed in the Mentoring Agreement. Develop prompts on your calendar so time doesn’t get away from you
10. When major DPI deadlines, Regional Meetings or Conferences are occurring, send them a quick email as a reminder.
11. At conferences you both are attending, make sure you set up a time to meet and check-in. Don’t forget to invite them to go out to eat in the evening at conferences.
12. Attend Mentorship activities at conferences. There may be a breakfast or evening reception at a particular conference (typically at the Fall Conference, the Accounting Conference and Spring Conference).
13. Be vigilant and take the initiative in keeping in contact.

