



Mentoring Program Guidelines

Protégé Requirements

- Must be an active ACCO member.
- Must be willing to commit to the mentor program for 6 months.
- Must actively participate and support ACCO and appropriately available professional development activities.

Mentor Requirements

- Must be a current or recent practitioner working on climate change initiatives.
- Must be willing to commit to the mentor program for 6 months.
- Must have a minimum of 7 years of professional experience.

Guidelines

- Mentor must make initial contact with protégé within 10 days of assignment.
- Mentors and protégés should meet at least once per month (in person or by webcam).
- Mentors and protégés should complete at least two of the suggested activities. (see list at the end of this document.)
- Protégés should attend at least 2 group meetings per year that will be held for all program participants (scheduled quarterly).
- Protégés must keep a mentor program journal.

ACCO Administration of the Program

- In order to ensure that the mentor program is meeting its objectives, it is important to maintain open communication with all participants and to actively solicit feedback on the results. ACCO will periodically check in with mentors and protégés to ensure that participation in the program is meeting expectations and delivering value to both parties. ACCO will provide an evaluation form to enable your feedback, which will be critical to the success of the program.
- ACCO will conduct quarterly periodic group meetings or socials and discuss ways to improve the program.
- Have all participants complete a program evaluation form at the end of the program.

Prospective Mentor/Protégé Activities

- Meal with mentor, protégé, and other climate change (or related discipline) professionals to discuss everyday challenges practitioners encounter in their work.
- Protégé attends a conference, workshop or training program with mentor (can be a virtual program if in-person isn't feasible). When conducted in-person, mentor introduces protégé to peer practitioners.
- Mentor and protégé discuss strategies for engaging senior leaders on climate change issues.
- Protégé observes the development of a special project or initiative being conducted or led by mentor.
- Mentor reviews protégé's resume and offers suggestions for resume improvement and professional development opportunities.
- Protégé observes a meeting or activity conducted by mentor (in-person or virtual).
- Mentor and protégé work on a case study, white paper or opinion letter together (ACCO will publish as appropriate).

Sample Meetings

1 st Meeting	2 nd Meeting	3 rd Meeting
<p>Protégé:</p> <ul style="list-style-type: none"> • Explain why you are interested the practice of working on climate change. • Identify the issues/interests upon which you would like focus in your mentor relationship. <p>Mentor</p> <ul style="list-style-type: none"> • Discuss your current job responsibilities. • Explain how you got into the profession. • Discuss the necessary academic and personal preparation needed for your career. • Share your feelings on the importance of networking and continued professional development. • Provide initial guidance/suggestions to mentor. <p>Both</p> <ul style="list-style-type: none"> • Discuss your perceptions and expectations of the mentor relationship. • Ask questions. • Plan future meetings and contacts. 	<p>Protégé:</p> <ul style="list-style-type: none"> • Provide an update to mentor on activities undertaken since first meeting. • Report on guidance/suggestions provided by mentor in first meeting. <p>Mentor</p> <ul style="list-style-type: none"> • Be prepared to point protégé to resources that would help them with the interests/issues they've identified. • Identify opportunities for a shadowing activity in which protégé can monitor during a typical workday or meeting (can be done in-person or virtually). <p>Both</p> <ul style="list-style-type: none"> • Plan future meetings and contacts. 	<p>Protégé:</p> <ul style="list-style-type: none"> • Provide an update to mentor on activities undertaken since previous meetings. • Report on guidance/suggestions provided by mentor in previous meetings. <p>Mentor</p> <ul style="list-style-type: none"> • Be prepared to point protégé to resources that would help them with the interests/issues they've identified. • Identify opportunities for a shadowing activity in which protégé can monitor during a typical workday or meeting (can be done in-person or virtually). <p>Both</p> <ul style="list-style-type: none"> • Discussion of the shadowing experience. Completion of a suggested mentor/protègè activity. (See list below.)