

## **AMCTO Mentorship Program - Tips for Successful Meetings**

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Sometimes it is difficult to know where to start when engaging a new mentor and mentee for the first time. In order to assist, AMCTO has developed the following tip sheet to help ensure mentor and mentee's engage in successful meetings.

As distance can often be a factor, please note that it is important that both the mentor and mentee are mindful of their communication on the phone, e-mail and through videoconferencing.

### **For the Mentor:**

- Notify your mentee in advance should you have any questions about them, their role or their organization, which may require some preparation or research.
- Be candid. Your mentee will most likely seek honest conversations about issues and challenges, including the political dynamics involved in an operation or issue. Talk about positives and negatives.
- Remember that you were once in their shoes and not to gloss over or skip items you may feel are inconsequential.
- Provide your mentee with additional contacts or resources to help broaden their network and increase their knowledge.

### **For the Mentee:**

- Familiarize yourself as much as possible with your mentor and your mentor's municipality prior to your meeting.
- Know the organizational structure of your municipality and the major projects that are currently taking place so that you can provide information to your mentor.
- Develop a set of goals for the visit and keep them in mind when preparing for and contributing to the dialogue.
- Be punctual and call your mentor as soon as possible if an emergency arises that prevents you from attending a scheduled meeting.
- Prepare questions in advance of a meeting but be willing to let the conversation flow freely.
- Be willing to ask questions and obtain clarification on those items that are not clear to you.
- Make the meeting a true exchange of information. Identify in advance via e-mail what items your mentor may want to know in advance of a schedule meeting.
- Do not be afraid to ask tough questions.
- After the meeting, it never hurts to send a thank-you e-mail to your mentor.