

# New Lawyer Training Program

## Initial Meeting Guide



# NEW LAWYER TRAINING PROGRAM



## INITIAL MEETING GUIDE

WHAT	MENTOR	NEW LAWYER
Come prepared.	Learn what you can about your new lawyer prior to your initial meeting.	Learn what you can about your mentor prior to your initial meeting.
Mentor's career history.	Give a brief career history including a description of your mentors and their effect on your career. If you lacked mentors, describe how it impacted your career. Describe why you practice in the areas you do and what path you took from law school to your current position. What would you have done differently? What is the best career choice you have made so far?	Listen. Ask for advice about how to reach your career goals.
Discuss new lawyer's needs.	Discuss new lawyer's career goals and interests. Listen. Ask questions.	Explain your career goals, including practice areas that interest you.
Review Mentoring Term deadlines and MCLE compliance requirements.	It is the new lawyer's responsibility to meet all of the NLTP deadlines and submit the required paperwork. It will help the new lawyer if you are aware of the NLTP deadlines and which documents you must sign for the new lawyer to meet his or her deadlines. Also, explain the need to meet MCLE requirements before the MCLE compliance deadline and the consequences of failing to meet compliance requirements.	Acknowledge your understanding of the mentoring term deadlines and MCLE compliance requirements.

<b>Develop a Mentoring Plan.</b> There is a Model Mentoring Plan on the bar website.	Review the model mentoring plan. The plan has both required and elective elements. Work with the new lawyer to select elective activities that will provide training and help her or him reach desired career goals.	Review the model plan in advance. Be ready to discuss and develop an individualized plan.
<b>Establish a regular, monthly meeting time.</b>	<b>Schedule your next 11 meetings.</b> You and the new lawyer are required to meet for two hours every month for twelve months. If you wait to set up meetings on a month-to-month basis, scheduling will become difficult for both of you and stressful for the new lawyer who must meet NLTP deadlines.	Agree to organize your time so as to make efficient use of the mentoring meetings. Be considerate of mentor's work schedule.

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Establish ground rules for the mentoring relationship.	Establish ground rules for the mentoring relationship. For instance, do you prefer to be contacted by email or phone? Should the new lawyer contact you or your assistant to set up a meeting? Should the new lawyer knock if your door is closed or come back another time?	Make sure you understand the ground rules for contacting and meeting with your mentor.
Agree to be candid about any problems.	Explain that you will inform new lawyer if a problem arises in the mentoring relationship or if a desired result is not being obtained.	Explain that you will inform mentor if a problem arises in the mentoring relationship or if a desired result is not being obtained.
<b>Areas Below Left Blank For Additional Notes:</b>		