

ACPA Latin@ Network

MENTORING INITIATIVE

“Growing Our Own”

1. **Mentoring Contract (see attached)**

2. **“Map to the Future”** – *The following is an outline to help you develop a professional development plan with your mentor. After careful consideration and much discussion we decided to design this training tool in the hope of creating a more substantive experience for both parties involved. Most mentoring relationships lack structure and after the first two or three meetings most fail to achieve their goals. The objective of this initiative was to focus on the development of the mentee with concrete action items with the added emphasis on accountability on both ends of the relationship. This plan has a three-fold approach:*

- a. **Self-Assessment** (take inventory)
- b. **Research** (next steps and what they look like)
- c. **Develop a Plan** “Portfolio” (resume building)

We believe it’s never too early to think about your future. As a matter of fact we have learned through our collective experiences that “luck” is not some fantasy that just happens (except when you win the lottery – now that’s a freakin’ miracle). We define “luck” as when preparedness meets opportunity. You see, this thing we call a career is a process that requires careful and deliberate planning. You need to develop a vision of the future then prepare. Hence, we developed the “Map”. As you start to think about your next position, the type of institution you want to work at and the geographic location, it is imperative that you start to research these factors that will figure into your plan of action. This is our first stab at the “Map” so there is no right or wrong way to do organize it. The bottom line is to explore these different areas and share your findings. Afterwards, you can discuss them and come up with some recommendations on how to achieve your desired outcomes and look at some soft timelines in which to achieve them. Even if you do not settle on defining a goal(s) this exercise will, at a minimum, help to open you up to new and exciting opportunities in the years to come.

We look forward to your feedback and input to help better shape this new initiative. Remember to value the journey (process) as much as the results (goals) and I promise you will get more out of the experience.

3. **Template** – *develop a matrix with your mentor using the following outline (add or change to meet your needs).*

a. Take Stock (present day assessment):

- i. Years of experience
- ii. Skill sets/knowledge areas
- iii. Presentations
- iv. Publications
- v. Professional Associations
- vi. Committee Service
- vii. Programs Developed
- viii. Community Involvement
- ix. Education
- x. Training/Certificates
- xi. Awards
- xii. Teaching
- xiii. Technology
- xiv. Languages

b. Geographic Location (selective search or national one):

- i. State (region)
- ii. Urban, suburban, rural
- iii. City/town
- iv. Standard of Living Analysis (cost/taxes)
- v. Salary Calculator

c. Institution Type:

- i. Community/Technical College
- ii. Public/Private College
- iii. University Public/Private
- iv. University Research 1
- v. Professional/Graduate Level
- vi. International

d. Classified Ads (4 or 5 for each area you are interested in pursuing in the near future):

- i. After you have completed Section A (above) then create a matrix along side of your current skill sets and then write out what your next position is looking for into terms of requirements and preferences.
- ii. Once you have outlined your present day qualifications with those of a desired future job you can identify and determine what gaps you need to fill in terms of your professional background.
- iii. The end result should be a search that provides you with some clarity as to professional development opportunities that you need to seek as well

as an idea of what institution type and geographic location you are considering and the cost/benefit of such a decision.

- iv.* Allow yourself some flexibility and try to think outside the box. Meaning, don't rule out a position or city/town because you did not consider it before. Work through it. Take chances (calculated) and don't rule yourself out of a possible job vacancy. If you do you have zero chance of getting it. Also, the best advise that was ever given to me was by a mentor who told me remember, ***"you can live anywhere for a little bit of time so don't sweat it. If it is a good opportunity you should seriously consider it and if you get the job and after a year if you don't like it you can always look elsewhere the following year."*** I followed this advice and I learned a great deal about myself as a professional and person.

- v. You get out of this what you put into it.***