NEW EDUCATOR MENTEE CHECKLIST YEAR 1

Week 1 - Introduce Yourself

☑ Get acquainted!
☑ Get contact info for when you have questions
☑ Schedule visit

Week 2 - Visit at Your Office

☑ Ask about key resources and files
☑ Ask about programming calendars
☑ Look for dates to shadow mentor at events, programs, key meetings, or field visits
☑ Discuss EERA and state level team involvement

Monthly - Talk with Mentor

☑ Hold informal visits, at programs, or by phone
☑ Ask questions about any stumbling blocks, surprises, or challenges you have encountered
☑ Ask about any of the potential Key Topics below

Quarterly - Visit

☑ Spend at least half a day at any location
☑ Ask for/discuss current examples of needs assessment, program planning, program lesson plans, materials for program promotion, evaluations, newsletters, media communication, etc.

Key Topics to Potentially Discuss

• Discuss professional affiliations
• Professional expectations
• Building relationships, networking, and collaborations
• Public messages about the organization
• Reporting impacts to the organization (monthly reports, annual reporting software)
• Awareness of resources to answer intermittent questions
• Media work, newsletters, social media, radio, and TV
• ID potential in-service/professional development opportunities
• Program planning
• Identify and share key contacts
• Professional scheduling (balancing work and family)
• Discuss any work efficiencies found, developed, or needed
• Promotion plans, process, ways to accomplish
• Developing and maintaining a program advisory committee.

**Key Mentee Activities**

• Go to mentors programs as a participant initially and look for opportunities to collaborate in teaching or facilitating of future programs
• Invite mentor to programs and ask them to complete a peer review
• Ask about programs and specialists that may assist in your county programming
• Look for opportunities to co-sponsor events
• Work with your mentor to evaluate a program
• Attend a team, EERA, meeting, or in-service
• Collaborate on research, grants, and programs
• Discuss professional scheduling (balancing work and family)
• Identify any work efficiencies you have found, developed, or need
• Identify promotion plans, process, ways to accomplish
• Develop and maintain a program advisory committee