

How to Create and Implement a Successful Mentor Program

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Does this
describe you?

Mentors are
people that have
navigated their
careers to a
point where they
can reach back
and help others

A man in a dark suit and tie is standing in front of a chalkboard. He is holding a piece of chalk in his right hand, pointing towards the word "Mentor" which is written in red. The chalkboard is filled with various words related to mentorship, written in white chalk. The words are arranged in a somewhat circular pattern around the central word "Mentor".

practice development
advice experience
skill ability
Mentor lesson
learning motivation
instruction training
education inspiration
knowledge potential

Developing a Mentoring Plan

Every firm no matter how large or small should have a mentoring plan in place

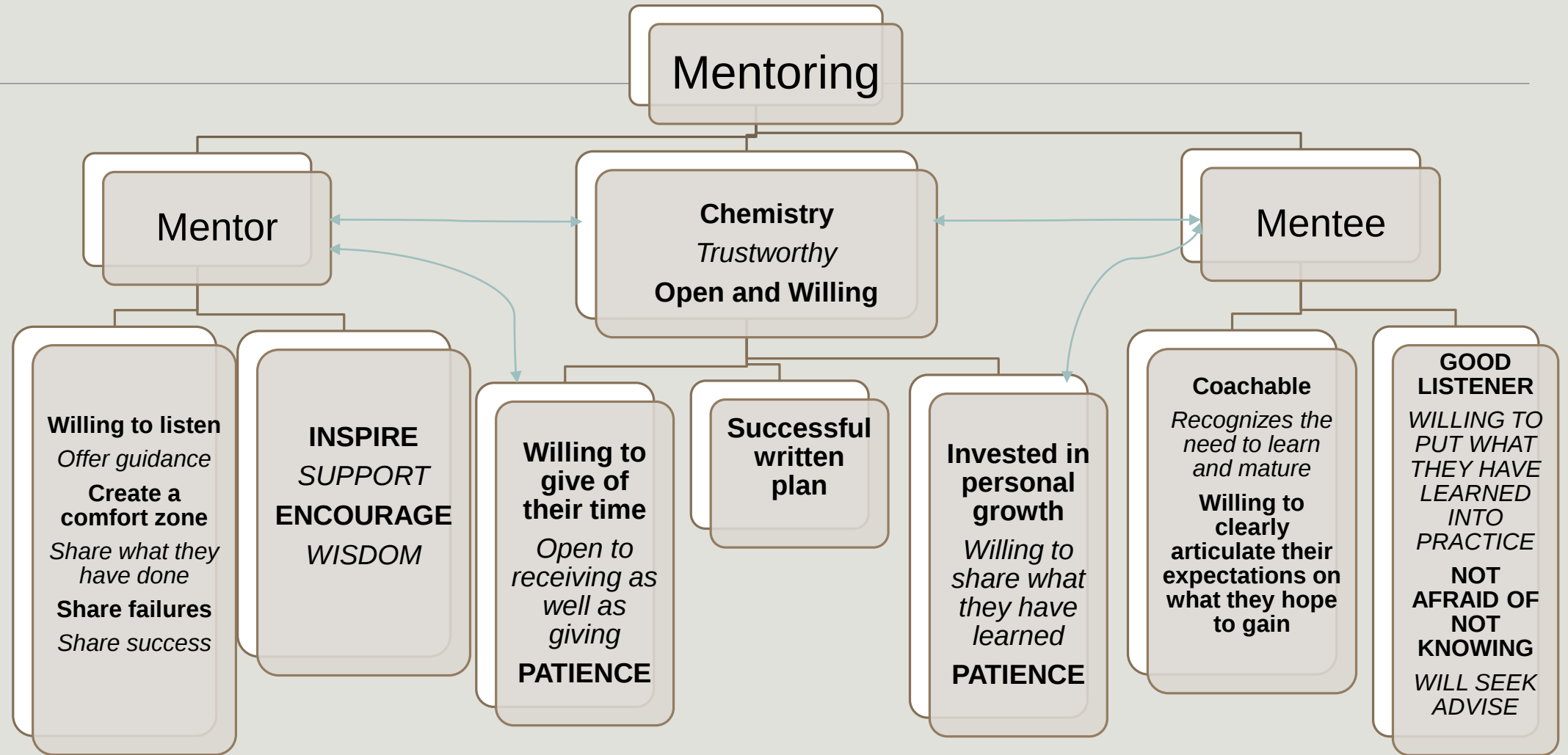
- What goes into developing a plan
 - What are the goals the firm is trying to achieve?
 - Practices, procedures and business etiquette
 - Skill development
 - Origination and networking
 - Shadowing
 - Second chair exposure
 - How much time will be set aside for this program?
 - 2-3 hours per week
 - Other
 - Will there be compensation consideration for the mentor/mentee?
 - Credit for time spent
 - Origination consideration and sharing
 - How will the program be evaluated and measured?
 - Evaluation and re-evaluation
 - Origination generated
 - Face to face intake

Knowing what's expected

Put it in writing

- A good mentoring plan should be written with clear concise vision that meets the firm's goals
 - You cannot mentor without a directive
 - A team of attorneys senior & junior and executive/administrative staff should be involved
 - Marketing department may also be involved depending on the goals
- Retention is key to preserving the mentoring efforts
 - Repeating the success of the mentor (skills, ethics, organization and likeability)
 - A 5-7 year partner track program with specific benchmarks is invaluable
 - Develop your next generation of mentors
- The mentoring program's goals should be attainable
 - Realistic, precise and in writing – accessible to everyone
- The goals should be aligned with the mission statement/vision of the firm
 - 0-3 year vision-Where will the firm be, what will the client profile look like
 - 4-7 year vision- Who will be eligible for partnership/mentoring
 - 7-15 year vision- When and how will a succession plan be implemented
- Knowing the goals, and having a measurable system in place will allow success
 - Annual and semi-annual formal reviews
 - Open door policy to cover correction, direction and staying on track
 - Re-evaluate the program, and update according to the direction of the firm periodically

MENTORING PROGRAM



Questions



- A consultant, coach, leader, mentor, motivator and facilitator/presenter
- Working in the legal field since 1983
- Independent consultant since 2004
- For more information visit our website www.biancamoreiras.com

