



ACP Suggestions for Mentorships

The following suggestions are designed to assist you as you develop a mentoring relationship with your veteran Protégé. You should always feel free to reach out to your ACP staff contact at any time via email or phone for personalized support and tailored mentoring resources.

- **Establishing Communication Guidelines**
 - Consider your preferences and availability for mentoring conversations - do you prefer talking during work hours, or on nights and weekends?
 - Do you prefer that your Protégé schedule meetings through your assistant?
 - Do you plan to meet in person, Skype or speak via phone?
 - How often do you want to meet? For how long?

- **Developing a Plan for the Mentorship**
 - Review the Protégé's completed Career Assessment Questionnaire and discuss goals and expectations during your first or second meeting
 - Create a quarter-by-quarter plan for the year and consider using [ACP's Recommended Quarterly Activities](#) as a framework

- **Potential Mentoring Conversations**
 - Discuss various job descriptions, roles and titles within the Protégé's industry of interest
 - Assist your Protégé with crafting an "elevator pitch" that accurately represents their background and interests in a variety of situations
 - Review your Protégé's résumé to provide feedback and advice for tailoring their résumé for a specific role
 - Conduct mock interviews with your Protégé by asking them questions they should anticipate and providing feedback on their presentation skills

- **Utilizing Resources**
 - Leverage your network to provide your Protégé additional exposure to other industry areas:
 - Consider setting up informational interviews with your colleagues for additional perspectives or to answer specific questions
 - Encourage your Protégé to visit [ACP AdvisorNet's Community](#) section to identify business leaders to reach out to for networking
 - ACP's website has resources for a variety of circumstances
 - [IBM's small business toolkit](#) offers suggestions for creating a business plan, operations and finance of a small business
 - ACP-created [resources](#) for newly hired Protégés, deployed Protégés, student veterans, and suggestions for a long-distance mentorship