

## Southern Arizona Chapter

### Mentorship Program Monthly Worksheet

*Please complete this sheet together and send immediately following your monthly meeting to the Mentorship Chair. This is a demonstration of your commitment to this program and shows that progress is being made.*

Date of Meeting: \_\_\_\_\_

Time spent together: \_\_\_\_ 60 minutes \_\_\_\_ 90 minutes \_\_\_\_\_ Other

Protégé assignment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed: \_\_\_\_ Yes \_\_\_\_ No

Today's meeting goal (set each month): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggested topics for discussion (please fill in as discussed):

1. Mentor and Protégé – What issues have I encountered since our last meeting and how did I address them? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Mentor and Protégé - Discuss one tip that you can share with each other about something you learned through experience, through a class, through reading materials or from a peer, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Mentor - Identify and discuss at least one past experience and how it was handled. What worked? What didn't work? Discuss mistakes and successes. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Protégé – I would like to meet a particular person. Discuss what you would do to meet that objective? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Open Question: \_\_\_\_\_  
\_\_\_\_\_?

Other possible topics (please check those discussed in this session):

☐ How to Market Yourself Better Writing Press Releases

☐ Relationship Building Social Media

☐ Networking Opportunities Blogs

☐ Crisis Communications Business Planning

☐ Dealing with the Media Budgets

☐ Ethics Ongoing Education

☐ Program Development Career Development

☐ Resume/Job Seeking Social Responsibility

☐ Management Marketing/Advertising

☐ Public Affairs/Government Communications

☐ Event Planning Environment

☐ Health Care Hospitality

☐ Travel/Tourism Association/Non-Profit

☐ Other \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Example of communications that occurred since the previous meeting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I confirm that this session occurred to my satisfaction (both signatures preferred):

\_\_\_\_\_  
Name (Mentor) Date

\_\_\_\_\_  
Name (Protégé) Date