

PROFESSIONAL DEVELOPMENT

Mentor Program FAQs

1 | WHAT IS THE BENEFIT OF A FORMAL MENTORING PROGRAM?

Davis Wright Tremaine believes that effective mentoring can help to develop the talents and skills of our associates, and will facilitate the professional development and enhance the quality of legal representation that we as a firm provide to our clients. DWT is fortunate to have so many talented partners who generously share their time, experience and expertise to develop our associates. The mentoring program is not meant to replace the informal mentoring that occurs at the firm every day. Instead, it is intended to supplement existing relationships, and to ensure that all associates are afforded an opportunity to benefit from a mentoring relationship.

2 | HOW DOES THE PAIRING PROCESS WORK?

Professional Development (PD) consults with the practice group and office leadership to make a mentor pairing. Once a pairing is established, PD will contact the associate and mentor to confirm the pairing and offer tips for getting started. After the attorney's first year at DWT (or a change in seniority), the relationship will be reviewed and changed if appropriate.

3 | HOW OFTEN SHOULD MENTORS AND ASSOCIATES MEET?

You should meet on a regular basis—we suggest monthly, and no less than quarterly.

4 | WHAT IF MY MENTOR HASN'T CONTACTED ME RECENTLY?

Request a regular meeting schedule with your mentor. If you experience difficulty with scheduling, try to determine whether the impediment is short-term (e.g., your mentor is on a case or deal that is very active) or long-term. If your mentor is consistently too busy to meet, or if you have set up meetings that frequently get cancelled, contact PD to request a new pairing.

5 | HOW CAN I PREPARE FOR A MENTORING MEETING?

Mentor

Learn about your mentee. Find out about their background, experiences, strengths, talents, etc. Use their resume or firm bio as a starting point.

Review “Mentor Guidelines.”

Review “Mentoring Your Mentee” for guidelines on mentoring your associate’s particular performance level.

Mentee

Review “Mentee Guidelines.”

Think about your workload, your practice and drafting your practice development goals.

Consider creating an agenda. Use the meeting as an opportunity to bring up any current challenges or concerns you may be experiencing.

6 | WHAT ARE APPROPRIATE TOPICS FOR MENTORING DISCUSSIONS?

- Work flow and skill development
- Network and reputation building
- Short and long-term practice developmental goals
- Tips for practice management
- Substantive or client issues
- Department protocol and practice
- Tips for delegation and feedback
- Business development
- Opportunities for firm, community and bar involvement

7 | HOW DO I CHANGE MY MENTOR PAIRING?

Contact Professional Development.

8 | WHAT ARE THE MENTOR PROGRAM TIME ENTRY AND EXPENSE CODES?

Expenses: Associate Mentoring & Integration 8061-xx-114 (xx is your office billing code)

Mentor Time Entry: Professional Development 0000099.041000

Mentee Time Entry: Professional Development 0000099.041000