



## **Tips for Your Mentorship: Protégé Began a New Job**

*Suggestions to keep the mentorship dialogue strong once your Protégé finds work*

- Address any questions regarding the first day on the job (e.g., proper attire, bringing/buying lunch, who to report to, arriving early, discussing the Protégé's job expectations, etc.).
- Discuss easy ways to make a good impression during his/her early weeks on the job.
- Help your Protégé understand and utilize their company benefits (including health, retirement, legal, and dependent care) and clarify any questions they may have.
- Consider the organization's company culture. Are there traits or skills that the company values above others?
- Discuss the management structure of the Protégé's company. What specific goals would the Protégé like to meet while working at the company?
- What are the three biggest assets the Protégé feels he or she can offer on the job? What are the three biggest liabilities? Brainstorm ways the Protégé can showcase his assets as well as compensate for his liabilities (for example, a Protégé who struggles with organization might use a calendar that provides visual or audible reminders).
- Discuss the difference between leadership styles in the military and in the corporate world, including:
  - Whether a civilian manager/executive should have an open door policy with subordinates
  - What to do when a boss asks you to complete an unrealistic task
  - How to be approachable/warm/patient in the less formal civilian workplace
  - How to negotiate workplace conflict
- Tell your Protégé about a time when you had a conflict with an employee or coworker and discuss how you resolved it.
- Develop 5-, 10-, or 15- year plans with your Protégé. How can they use their new position to productively work toward these goals? Brainstorm different projects, skills, or opportunities that could help the Protégé advance.
- Read a book together on a topic relating to the Protégé's field, aspirations, or the transition to the corporate sector. Visit ACP's Recommended Reading List for ideas: [http://www.acp-usa.org/Recommended\\_Reading\\_List](http://www.acp-usa.org/Recommended_Reading_List)