



Starting Your Solo Practice

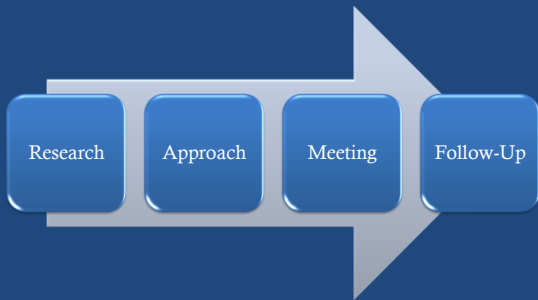
Noah K. Williams and D. Jill Pugh, May 17, 2012

BEEN THERE, DONE THAT: BUILDING A MENTOR RELATIONSHIP

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The Mentoring Stages



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Step 1: Research

- What do I want to know?
- Who can tell it to me?

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Step 2: Approach

- Overcome fear
- 1-2-3 rule = 1 letter, 2 phone calls, 3 emails
- Say:
 - who you are,
 - what you want,
 - why you're choosing them,
 - when you want to meet

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Step 3: Meeting

- Get meetings outside the person's office, away from their desk
- Direct your mentor on how they can help
- 2 days before you meet send a short bio/resume and 3 things you'd like to talk about

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Step 4: Follow Up

- Send thank you notes
- Stay in touch
- Asked for a contact? Let them know the outcome
- Summarize in an email
 - "great to meet with you yesterday, here are the three things we discussed"
- Make sure your mentor is vested in your success and challenges – you may not connect with every person

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Thank you!
