

The Mentoring Plan defines the learning curriculum to be carried out during the mentoring relationship. The approved Mentoring Plan template outlines core concepts and skills that the Mentor and Mentee can choose to incorporate when developing their own Mentoring Plan.

Within each category, the learning subjects may be customized to the particular practice setting, individual needs, and personal development. All categories of the Mentoring Plan contain blank lines to allow the Mentor and Mentee to substitute or add other topics of interest from among the APR 11(f)

approved subjects. To the extent interests or needs change during the course of the mentoring relationship, additions, deletions or substitutions may be made to the original Mentoring Plan.

The Mentoring Plan will guide the activities and meetings between the Mentor and Mentee. Although interactions may occur through a variety of means, face-to-face meetings, whether in person or via electronic media, are strongly encouraged.

A) SUBSTANTIVE LAW

Elected	Action	Completion Date
	Discuss the following substantive law subjects:	
	Discuss practice skills such as taking depositions, trial techniques, and interviewing clients.	
	Other:	
	Other:	

B) ETHICS AND PROFESSIONAL RESPONSIBILITY

Elected	Action	Completion Date
	Discuss practices to maintain client confidentiality.	
	Discuss how to screen for, recognize, and avoid conflicts of interest.	
	Discuss the responsibilities of the client and the attorney in decision-making, and the best ways to involve a client in their case.	
	Discuss preparation and proper behavior during discovery.	
	Discuss how to prepare for negotiation of a legal matter, when and how negotiation is initiated, how to involve the client, ethical and professionalism obligations of negotiators, skills needed to be an effective negotiator and how to acquire them.	
	Discuss common malpractice and grievance traps in your practice area or setting, and how to recognize and avoid common pitfalls.	
	Discuss potential resources and procedures for dealing with complicated ethical issues, including conflict of interests.	
	Discuss appropriate ways to handle situations where an attorney believes another attorney has committed an ethical violation; the obligation to report misconduct; and the appropriate way to handle a situation where a Mentee is asked by a senior member of the firm/organization to do something that is unethical or unprofessional.	
	Discuss the grievance process and an attorney's duty to cooperate with a disciplinary investigation.	
	Other:	

C) PROFESSIONAL

Elected	Action	Completion Date
	Discuss professional skills including effective lawyering, leadership, career development, communication and presentation skills.	
	Discuss various career paths such as large firm, small firm, government and non-profit practice, corporate counsel, and nontraditional legal positions and identify resources for exploring options.	
	Discuss long term and short-term career objectives and identify ways to achieve them.	
	Other:	
	Other:	

D) PERSONAL DEVELOPMENT AND MENTAL HEALTH

Elected	Action	Completion Date
	Discuss strategies for finding a balance between career and personal life, keeping daily stress in perspective, reconciling job expectations with actual experience, and maximizing career satisfaction.	
	Discuss prominence of substance abuse and mental health issues in the legal profession; review warning signs of substance abuse or mental health problems; what to do if the Mentor, Mentee a colleague, or a superior is faced with a substance abuse or mental health problem; and the resources for assistance.	
	Other:	
	Other:	

E) OFFICE MANAGEMENT

Elected	Action	Completion Date
	Discuss the following office management matters:	
	Discuss practice development and marketing, client relations, employee relations and responsibilities when opening or closing an office.	
	Other:	
	Other:	

F) IMPROVING THE LEGAL SYSTEM

Elected	Action	Completion Date
	Discuss types of alternative dispute resolution such as mediation, arbitration, early neutral evaluation, summary jury trials, and collaborative representation.	
	Acquaint Mentee with access to justice issues, various Washington legal services organizations, and opportunities to engage in pro bono activities.	
	Develop an awareness of diversity and inclusion issues in the legal profession by reading recent published studies and articles, and discussing them.	
	Other:	
	Other:	

MENTORING PLAN PLEDGE

We, _____, Mentor, and _____, Mentee, agree upon this Mentoring Plan of activities elected above. We pledge that we will devote the time and effort necessary to carry out this Mentoring Plan.