

# Mentoring Resources - Table of Contents

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Below you will find a list of all the resources available in the [library of the "HBA Mentoring Program Leaders" group](#) .

[00 - Mentoring Program Resource Directory.pdf](#) 

### 01 - Committee Start-Up Resources

- 01.01 - Mentoring Program Committee - Structure & Roles - Key Resource
- 01.02 - Mentoring Program Committee - Contact List Template
- 01.03 - Mentoring Program Operations Manual - Key Resource

### 02 - Program Set-Up Forms

- 02.01 - Set-Up Form - Group Mentoring Programs (US)
- 02.02 - Set-Up Form - HBA Europe Mentoring Program (EU)
- 02.03 - Set-Up Form - Mentoring Program-Related Events (US & EU)

### 03 - Marketing & Promotion

- 03.01 - Social Media Slides - available via Marq/regional marketing COE
- 03.02 - Chapter Event Slides - available via Marq/regional marketing COE
- 03.03 - Promotional Email to Past Participants (US)
- 03.04 - Promotional Email to Past Participants (EU)
- 03.05 - Informational Session - Description (US)
- 03.06 - Informational Session - Email with Link (US)
- 03.07 - Informational Session - Slides (US)

### 04 - Application Surveys

- 04.01 - Mentee Application Survey (US)
- 04.02 - Mentor Application Survey (US)
- 04.03 - Mentee Application Survey (EU)
- 04.04 - Mentor Application Survey (EU)
- 04.05 - Email Reminder to Complete Mentee Application (US & EU)
- 04.06 - Email Reminder to Complete Mentor Application (US & EU)

### 05 - Application Review & Notifications

- 05.01 - Match Process, Principles, Tips (US)
- 05.02 - Acceptance Notice - Mentee (US)
- 05.03 - Acceptance Notice - Mentor (US)
- 05.04 - Acceptance Notice - Mentee (EU)
- 05.05 - Acceptance Notice - Mentor (EU)
- 05.06 - Nonacceptance Notice - Mentee (US)
- 05.07 - Nonacceptance Notice - Mentor (US)
- 05.08 - Nonacceptance Notice - Mentee (EU)
- 05.09 - Nonacceptance Notice - Mentor (EU)

## 06 - Pre-Kickoff Preparation & Instructions (for New Virtual Kickoff Model)

- 06.01 - New Virtual Kickoff Model - First Email to Co-Mentors (US)
- 06.02 - New Virtual Kickoff Model - Second Email to Co-Mentors (US)

## 07 - Mentor Training

- 07.01 - Mentor Webinar - Email with Registration Link (US & EU)
- 07.02 - Mentor Webinar - Email Reminder to Register (US & EU)
- 07.03 - Mentor Webinar & Face-to-Face Meeting - Slides (US)
- 07.04 - Mentor Webinar - Slides (EU)
- 07.05 - Mentor Webinar - Email with Link to Recorded Webinar (US & EU)

## 08 - Mentee Orientation Webinar

- 08.01 - Mentee Webinar - Email with Registration Link (US & EU)
- 08.02 - Mentee Webinar - Email Reminder to Register (US & EU)
- 08.03 - Mentee Webinar - Slides (US)
- 08.04 - Mentee Webinar - Slides (EU)
- 08.05 - Mentee Webinar - Email with Link to Recorded Webinar (US & EU)

## 09 - Kickoff Event

- 09.01 - Kickoff Webinar - Email with Registration Link (US & EU)
- 09.02 - Kickoff Webinar - Email Reminder to Register (US & EU)
- 09.03 - Face-to-Face Kickoff - Final Reminder & Meeting Confirmation (US)
- 09.04 - Kickoff Webinar - Slides (US)
- 09.05 - Kickoff Webinar - Slides (EU)
- 09.06 - Face-to-Face Kickoff Meeting - Slides (US)
- 09.07 - Vision Board Activity for Face-to-Face Kickoff (US)

## 10 - Connector Training

- 10.01 - Connector Training Slides

## 11 - Forms & Tools - Mentees, Mentors, Circles

- 11.01 - Team Agreement (US-Circles)
- 11.02 - Team Charter Checklist (US-Circles)
- 11.03 - Two-Party Mentoring Agreement (EU-Tandems)
- 11.04 - About SMART Goals (Mentees)
- 11.05 - Development Plan (Mentees)
- 11.06 - Mentee Outcomes Form (Mentees)
- 11.07 - Mentee Journal (Mentees)
- 11.08 - Mentor Journal (Mentors)
- 11.09 - Team Tracking Form (US-Mentors)
- 11.10 - Topics & Books (All)
- 11.11 - HBA Leadership Competency Framework (All)

## 12 - Final Surveys

- 12.01 - Email with Link to Final Mentee Survey (US & EU)

- 12.02 - Email with Link to Final Mentor Survey (US & EU)
- 12.03 - Email Reminder to Complete Final Mentee Survey (US & EU)
- 12.04 - Email Reminder to Complete Final Mentor Survey (US & EU)
- 12.05 - Final Mentee Survey (US)
- 12.06 - Final Mentor Survey (US)
- 12.07 - Final Mentee Survey (EU)
- 12.08 - Final Mentor Survey (EU)

### 13 - Closing Celebration

- 13.01 - Closing Webinar - Email with Registration Link (US & EU)
  - 13.02 - Closing Webinar - Email Reminder to Register (US & EU)
  - 13.03 - Face-to-Face Closing - Final Reminder & Meeting Confirmation (US)
  - 13.04 - Closing Webinar - Slides (US)
  - 13.05 - Closing Webinar - Slides (EU)
  - 13.06 - Face-to-Face Closing Meeting - Slides (US)
  - 13.07 - Certificates - Mentee, Mentor, Committee (US)
  - 13.08 - Certificates - Mentee, Mentor, Committee (EU)
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