



## Illinois Association of Healthcare Attorneys

### 2018-19 Mentoring Timeline and Checklist

The Mentoring Committee has prepared the timeline below to help mentors and mentees participating in the CLE Track Program meet the requirements to qualify for six hours of professionalism credit (including eight meetings for a cumulative six hours over the course of the year). The Timeline can also be used by mentors and mentees in the Non-CLE Track Program to make the mentoring experience more worthwhile.

The Timeline is intended to be used as a checklist to keep mentors and mentees on track to receive professionalism CLE credit. The timing and activities listed are only suggestions. Mentoring pairs are free to engage in other activities that are more appropriate for them or fit better within their schedule, as long as all five categories of activities are included if the mentor and mentee are on the CLE Track.

Mentors and mentees should schedule their meetings to best accommodate their personal schedules as long as they have eight meetings in addition to the orientation. (In certain circumstances, if mentoring pairs do not live within a commutable distance or if they demonstrate a compelling need, they may be permitted to meet via video-assisted communication.) Those participating in the CLE Track Program should review the requirements that are summarized on the Mentoring Page of the IAHA website at: [Link to IAHA Mentoring Page](#).

The schedule suggested below is designed to assure all five categories of activity required by the ILSCCP are completed. The order in which the categories are completed is unimportant as long as the mentoring pair completes one activity in each of the five categories.

IAHA MENTORING PROGRAM TIMELINE – CLE AND NON-CLE TRACK			
Mtg. No.	ACTIVITY & TIMEFRAME	SUGGESTED ACTIVITY	DATE SCHEDULED & COMPLETED
	<b>Mentor Pairings Announced</b>  May 2018	<input type="checkbox"/> Mentees should contact their assigned mentor to introduce themselves and discuss plans for attending orientation and a date and time for their first meeting.	Scheduled:   Completed:
	<b>Orientation</b>	<input type="checkbox"/> Plan on attending the orientation session for mentors and mentees set for May 23, 2018.	Scheduled:

	May 2018	<input type="checkbox"/> CLE Track: The Supreme Court Rules require participation in orientation for professionalism credit. If you cannot attend the orientation session, please contact IAHA's mentoring program administrator Liz Tinley <a href="mailto:liz@iahanet.org">liz@iahanet.org</a> for alternative arrangements	Completed:
	<b>Preparation</b> <b>Prior to first meeting</b>	<input type="checkbox"/> Mentee to develop 3 to 4 <b>SMART</b> goals which he or she would like to achieve during the mentoring year. SMART stands for <b>S</b> pecific, <b>M</b> easurable, <b>A</b> chievable, <b>R</b> ealistic, and <b>T</b> imely. <input type="checkbox"/> Mentors and mentees should review the ILSCCP Mentoring Plan and Plan Supplement at <a href="#">Link to Mentoring Plan and Plan Supplement</a> and pick activities that interest them or develop alternatives of their own. Pairs must complete one activity from each one of the following five categories identified by the ILSCCP: (i) Professionalism, (ii) Legal Ethics, (iii) Civility, (iv) Diversity and Inclusion, and (v) Wellness, Mental Health and Addiction.	Scheduled:  Completed:
1	<b>First Face-to-Face Meeting</b> <b>May-July 2018</b>	<input type="checkbox"/> Together, discuss the objectives for the mentoring program and three or more of the SMART goals developed by the mentee. <input type="checkbox"/> Agree upon the concepts, skills, topics, and shared professional experiences you would like to address during the mentoring year to meet those objectives. <input type="checkbox"/> CLE Track: Develop an individualized mentoring plan for achieving the mentee's goals during the mentoring year. The mentoring plan should incorporate as many actions items as feasible and include at least one activity from each of the five categories identified by the ILSCCP. The ILSCCP Mentoring Plan contains a number of suggested activities for each category. <input type="checkbox"/> CLE Track: The mentor and mentee should schedule their 7 remaining meetings for the year. <input type="checkbox"/> CLE Track – Mentor and mentee must sign a Mentoring Agreement defining the parameters for the year online at the ILSCCP website: <a href="#">Link to Mentoring Agreement</a> .	Scheduled:  Completed:
2	<b>Second Face-to-Face Meeting</b> <b>July-August 2018</b>	<input type="checkbox"/> Review the Mentoring Plan and discuss any new thoughts on the mentee's objectives in having a mentor. <input type="checkbox"/> Discuss how the mentee's goals fit into the mentee's broader career plan and objectives. <input type="checkbox"/> Complete development of the specific mentoring plan for the mentoring year, if not completed at the first planning meeting.	Scheduled:  Completed:

		<input type="checkbox"/> If interest, needs, or opportunities change during the year you can agree to add or substitute an activity at any time and change the mentoring plan as agreed. <input type="checkbox"/> CLE Track – Complete an activity from the ILSCCP’s Legal Ethics category (or from other category as pair decides) in the ILSCCP Mentoring Plan or the ILSCCP Mentoring Plan Supplement. <input type="checkbox"/> Confirm date and plans for the third meeting.	
<b>3</b>	<b>Third Face-to-Face Meeting</b>  <b>Sept. – Oct. 2018</b>	<input type="checkbox"/> CLE Track – Complete activity from the ILSCCP’s Civility category (or from other category as pair decides). <input type="checkbox"/> Discuss mentee’s progress on goals/plans discussed in previous meetings and to confirm the next follow-up meeting. <input type="checkbox"/> Confirm date and plans for the fourth meeting.	Scheduled:   Completed:
<b>4</b>	<b>Fourth Face-to-Face Meeting</b>  <b>November 2018</b>	<input type="checkbox"/> Attend the IAHA Symposium lunch or reception together on November 7, 2018 at the Union League Club in Chicago. <input type="checkbox"/> CLE Track – Attendance at the Symposium would complete an activity from the ILSCCP’s Professionalism category if the mentor introduces the mentee to colleagues and other attorneys attending the symposium. <input type="checkbox"/> CLE Track – If unable to attend the Symposium, complete another activity from the ILSCCP’s Professionalism category (or from other category as pair decides) found in the ILSCCP Mentoring Plan or the ILSCCP Mentoring Plan Supplement. <input type="checkbox"/> The mentor should introduce the mentee to other lawyers in the community. <input type="checkbox"/> Confirm date and plans for the fifth meeting.	Scheduled:   Completed:
<b>5</b>	<b>Fifth Face-to-Face Meeting</b>  <b>Dec. 2018 - Feb. 2019</b>	<input type="checkbox"/> Review the mentee's progress on achieving his or her SMART goals and action items. <input type="checkbox"/> Identify any new interests, needs, or opportunities, and add or substitute new action items as appropriate. <input type="checkbox"/> CLE Track – Complete an activity from the ILSCCP’s Diversity and Inclusion category (or from other category as pair decides). <input type="checkbox"/> CLE Track – Confirm progress on completing all five ILSCCP activity categories. <input type="checkbox"/> Confirm date and plans for the sixth meeting.	Scheduled:   Completed:

6	<b>Sixth Face-to-Face Meeting</b>  <b>Feb. – March 2019</b>	<input type="checkbox"/> The mentor should invite the mentee to attend an IAHA Quarterly Lecture or an Illinois or Chicago Bar Association, or AHLA meeting/event, or other social event, preferably one that involves Wellness, Mental Health or Addiction.  <input type="checkbox"/> Discuss mentee’s progress on goals/plans discussed in previous meetings.  <input type="checkbox"/> CLE Track – Complete an activity from the ILSCCP’s Wellness, Mental Health and Addiction category (or from other category as pair decides).  <input type="checkbox"/> CLE Track – Confirm have completed one activity in each of the ILSCCP’s five categories and, if so, choose a final activity from one of the five the ILSCCP categories to complete during the seventh meeting. If not, plan on completing any missing ILSCCP category during the seventh meeting.  <input type="checkbox"/> Confirm date and plans for the seventh meeting.	Scheduled:    Completed:
7	<b>Seventh Face-to-Face Meeting</b>  <b>March-April 2019</b>	<input type="checkbox"/> Review the mentee's progress on achieving his or her SMART goals and action items.  <input type="checkbox"/> Identify any new interests, needs, or opportunities, and add or substitute new action items as appropriate.  <input type="checkbox"/> CLE Track – Complete as a pair the final ILSCCP activity selected at the sixth meeting  <input type="checkbox"/> Confirm date and plans for the eighth and final meeting.	Scheduled:    Completed:
8	<b>Final Face-to-Face Meeting</b>  <b>May – June 2019</b>	<input type="checkbox"/> Evaluate the mentee's progress in achieving his or her SMART goals.  <input type="checkbox"/> Review the mentoring plan, and address any remaining questions or interests that the mentee may have.  <input type="checkbox"/> Identify continued or new SMART goals for the mentee to focus on in the following year.	Scheduled:    Completed:
	<b>After the one-year anniversary of your orientation</b>	<input type="checkbox"/> CLE Track: complete the <i>Plan Completion Attestation</i> online at the ILSCCP website: <a href="#">Link to Plan Completion Attestation</a>  <input type="checkbox"/> CLE Track: complete the <i>Attorney Application: Mentoring CLE</i> to obtain professional responsibility credits online at the ILSCCP website: <a href="#">Link to CLE Application</a> .	Completed:

		<b>CONGRATULATIONS – YOU HAVE DONE SOMETHING GOOD FOR THE PROFESSION...AND FOR YOU!</b>	
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**Additional mentoring resources available on IAHA Website Mentoring Page:**

[Link to IAHA Mentoring Page](#)