

July 3, 2002

MEMORANDUM TO: All Mentoring Program Participants

FROM: Barbara Williams, Program Manager **(RA)**
Affirmative Employment and Diversity
Office of Small Business
and Civil Rights Rights

SUBJECT: MENTORING PROGRAM ORIENTATION

Mentoring Orientation will be held on Tuesday, July 16, 2002, in Room O-14B6 from 8:30 a.m. - 4 p.m. Our goal is to prepare you for a successful and rewarding mentoring experience. We will discuss the role and responsibilities of the mentor and mentee.

Please complete the attached Personal Skills Map. It will take approximately one hour to complete and will provide insight into your strengths and career effectiveness skills that are useful in a mentoring relationship. Please have it completed and scored when you arrive on July 16, 2002. The results are confidential, to be shared only if you choose to do so.

We look forward to your active participation in the Mentoring Orientation. We believe the Mentoring program will assist in enhancing the career development potential of employees.

If you have any questions about the orientation, please contact me, the Affirmative Employment and Diversity Manager, at 415-7388.

Attachments:

1. Personal Skills Map
2. Instructions to Map

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