

September 10, 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 Monday, September 23, 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.

Mentee and mentor participants should complete the attached Personal Skills Map pre-work material described below:

The Personal Skills Map will provide you insight into your strengths in life and career effectiveness skills that are useful in a mentoring relationship. It will take approximately one hour to complete, and we believe the information will be beneficial to you. Please have it completed and scored when you arrive on September 23, 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 Barbara Williams, the Affirmative Employment and Diversity Manager, at 415-7388.

Attachments:

1. Personal Skills Map
2. Instructions to Map

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ADAMS Accession Number: ML022550361

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