

Legal Assistants of Wyoming

*Paralegal Pal
Mentoring Program
Handbook*

Resource and Information Guide



Legal Assistants of Wyoming
P.O. Box 155
Casper, WY 82602
legalassistantsofwyoming@gmail.com



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Instructions for Program Forms

1. **Mentoring Program Guidelines** – (Page 4) A copy of this form should be signed by both the Mentor and Mentee and forwarded to the Program Chair.
2. **Mentor Program Request Form** – (Page 7) A copy of this form is to be completed by the person applying to the Program as a Mentee and forwarded to the Program Chair. This form is used to assist the Program Chair with matching the Mentee with a Mentor.

Please return signed forms to Program Chair:

legalassistantsofwyoming@gmail.com

or

Paralegal Pal Program Chair
Legal Assistants of Wyoming

P.O. Box 155
Casper, WY 82602



*Legal Assistants of Wyoming
Mentoring Program Guidelines*

Legal Assistants of Wyoming is committed to the promotion of career development and professionalism for future paralegals through the LAW Mentoring Program, and invites junior paralegals and students enrolled in paralegal education programs to participate in the Mentoring Program.

1. The Program is voluntary.
2. Best efforts will be made to match Mentors and Mentees based on level of experience, specific areas of interest in the law, demographics, and any other areas of compatibility requested.
3. Mentors and Mentees will maintain confidentiality between the parties.
4. Mentors are not permitted to assist student mentees in academic assignments other than to provide general knowledge about the subject.
5. Neither Mentors nor Mentees will receive compensation for participating in the Mentoring Program.
6. Mentors and Mentees will strive to complete a semester long commitment. Should a situation or circumstances arise either the Mentor/Mentee can contact the program to terminate the relationship.
7. Neither LAW nor its Board members have any liability for guidance, suggestions, and/or advice provided to the Mentee during the mentoring relationship.

Sign: _____ Date: _____

Printed Name: _____



Legal Assistants of Wyoming
Mentor Program

Dear Legal Assistants of Wyoming Mentor:

Welcome to the Legal Assistants of Wyoming Paralegal Pal Mentor Program. We are excited about your involvement with the program. Your Mentor/Mentee relationship will contribute to the success and retention of new paralegals and the learning of the profession. We are here to ensure that you have the resources you need to make the most of this important partnership.

As a Mentor, you have roles and responsibilities within the program, as do the Mentees. First, please sign and return the Paralegal Pal Mentoring Program Guidelines to the program chair. The partnership between a Mentor and Mentee requires active participation from both parties. As a mentor, you are encouraged to:

- Actively engage in a mentoring partnership. Attempt to provide resources or contacts for questions you may not have the answers to.
- Attend and be prepared for all meetings with mentee, whether in person, by teleconference or by e-mail.
- Prepare specific goals, objectives and expectations with the mentee.
- Develop, commit and contribute to the success of the mentor/mentee relationship.
- Encourage professional and appropriate behavior.
- Demonstrate what you have learned.
- Offer to help prepare your mentee for interviews.

- Invite your mentee to all regional events, LAW events, and mentor/mentee luncheons.
- Communicate at least once a month via email, phone, etc.

Sincerely,

Legal Assistants of Wyoming
Mentor Program Chair



Legal Assistants of Wyoming
Mentor Program

Dear Legal Assistants of Wyoming Mentee:

Welcome to the Legal Assistants of Wyoming Paralegal Pal Mentor Program. We are excited about your involvement with the program. Your Mentor/Mentee relationship will contribute to the success and retention of new paralegals and the learning of the profession. We are here to ensure that you have the resources you need to make the most of this important partnership.

As a Mentee, you have roles and responsibilities within the program, as do the Mentors. First, please sign and return the Paralegal Pal Mentoring Program Guidelines to the program chair. The partnership between a Mentor and Mentee requires active participation from both parties. As a Mentee, you are encouraged to:

- Actively engage in a mentoring partnership. Be willing to ask questions, reflect, and exchange ideas.
- Attend and be prepared for all meetings with mentor, whether in person, by teleconference or by e-mail.
- Prepare specific goals, objectives and expectations with the mentor.
- Accept constructive feedback.
- Learn and practice self-empowering behaviors.
- Demonstrate what you have learned.

- Make efforts to attend functions your mentor invites you to.
- Communicate at least once a month via email, phone, etc.

Sincerely,

Legal Assistants of Wyoming
Mentor Program Chair



Legal Assistants of Wyoming - Mentor Program

Mentee Program Request Form

(This form is designed to assist the Program Chairperson to more accurately match a Mentee with an experienced Mentor to best meet the Mentees stated needs)

Date: _____ Phone Number: _____

Name: _____ E-Mail: _____

Paralegal Student _____ Yes _____ No School Name: _____

Anticipated Graduation Date: _____ Supervising Educator: _____

Currently Employed as a Paralegal: _____ Yes _____ No How Long: _____

I am requesting a mentor for the following purpose(s)

- Practice area related paralegal duties
Career objectives
Education goals
Current information on the paralegal profession, including certifications
Resume review and tips for interviewing for a paralegal position
Other:

AREAS OF LAW: Area(s) of work or area(s) of interest: _____

NEED HELP IN: (career development, resume, job resources, certifications, other): _____

Are you available for:

Phone calls: (morning) _____ (afternoon) _____ (evening) _____

Meetings: (morning) _____ (afternoon) _____ (evening) _____

Breakfast _____ Lunch _____ Dinner _____

Additional Comments: _____

Please complete this form and return it, together with a copy of your resume, to the Program Chairperson at legalassistantsofwyoming@gmail.com