

WALA MENTOR PROGRAM

MENTOR PROFILE

To facilitate successful mentor/mentee matches, please indicate your strength/knowledge in the following areas:

Topic	Level of Strength/Knowledge 1=lowest, 5=highest
WALA/ALA Information	
Member Benefits	
Chapter Website	
Educational Opportunities	
Legal Administration Resources (MRG, LMRC, Management Encyclopedia, Help Desk, Lending Library)	
Local Vendors	
Law Firm	
Structure	
Policies	
Role of Legal Administrator	
Legal Department	
Government	
Corporate	
Judicial	
Functional Specialties	
Human Resources	
Technology	
Facilities (physical offices, supplies, equipment)	
Financial	
Marketing	
Strategic Planning	
Size of Firm/Legal Department	
Small (1-20 Attorneys)	
Medium (21-75 Attorneys)	
Large (76+ Attorneys)	
Multi-office Firms	
Work-Life Balance	
Time Management	
Dealing with Stress	
Interpersonal Communication Skills	
Personal Interests/Hobbies:	
Career Development	
Professional Ethics/Integrity	
What It Takes To Be Successful	
Identifying Leadership Development Opportunities	
Professional Guidance	

Any other comments about yourself that would be helpful for a prospective mentee to know?

Name: _____

Firm: _____

Phone: _____ Email: _____