

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: _____