



New Mentoring Team “Immediate Action Plan”

Dear *MentorCONNECT* Mentor-Mentee Team,

You have embarked upon a very exciting adventure in your new mentoring matchup!

To ensure that your partnership gets off to a great start, we recommend you take the following steps right away.

1. Decide when, where, how, and how often you will talk. Discuss these questions:
 - *What days/times are you available for mentoring work?*
 - *How often can I contact you?*
 - *How often can I expect to hear back from you?*
 - *Do you prefer to work by email, phone, text, or other communication method?*
2. Thoroughly review this **Mentee Orientation Packet** together to ensure you have a good working knowledge of each partner’s role and responsibilities in a mentoring context
3. Ensure you both have an active **Community Forums** profiles set up so that you can both use the private, secure, confidential email system and participate in group mentoring activities as a team (if you did not receive an invitation to join contact Jeanette at Jeanette@mentorconnect-ed.org and she will issue you one)
4. Review the **Forums Rules**, **Pro-Recovery Communications Policy**, and **Moderation Policy** together (found here: www.mentorconnect-ed.org/mcresources or inside the MC Forums)
5. Discuss the procedure you will both for communicating with each other use should either of you decide to pause or end the partnership

Enjoy your partnership and have fun!

The MC Leadership & Advisory Team