

The **COES Mentoring Program August 2011 Mentor Newsletter** contains information on resources, upcoming events, mentoring tips and other items of interest to help you be successful.

**\* Help your Mentee think about what new skills they need to acquire this year.** When you meet with your Mentee, talk about their goals for the next 3 - 5 years, then spend some time thinking about what new skills or expertise they need to start developing now to put them in a position to achieve those goals. It is tempting to get caught up in just “making it to Friday.” But it is savvy to stop every once in a while, take a broader view to think about what you want to do next, then chart a plan to lead you there. One good strategy is for your Mentee to interview (over the phone is fine!) one or more people who are in those roles and ask their advice about what to do now to develop that skill set.

**\*Consider using a Planner/Calendar System.** Keeping track of meetings, appointments, deadlines, etc., can be overwhelming at times. But a Planner/Calendar system can do more than just help your Mentee be where they are supposed to be, when they are supposed to be there! It is also a great way to plan and schedule work - writing papers and reports, grant proposal preparation, class preparation, etc. There are paper systems (such as Franklin Covey or DayTimer), electronic systems (like Google Calendar synced together with a cell phone), or both! The key is to find a system that works. Talk with your Mentee about how they organize and track their work, and what they might do to improve their “system.” For more information, check out: <http://www.franklincovey.com/tc/>, <http://www.time-management-success.com/daily-planners.html> or <http://www.organizeyourworld.net/newsletters/using-your-calendar-effectively>.

**\*BoRSF Program Letters of Intent Due Soon!** If your Mentee is planning to submit to the BoRSF Research Competitiveness, Industrial Ties, and Enhancement Programs, don't forget the due dates for Letters of Intent (MONDAY, SEPTEMBER 12 for RCS and ITRS). The Research Competitiveness Program, in particular, is one that they should apply to unless they have already obtained significant federal funding. In addition to discussing these with your Mentee, I would suggest that they touch base with Dr. Ramu - he has great advice for those applying to these program. Remember that due dates for proposals are usually in October. You can find more on the **BoRSF Sponsored Programs** website at: <http://web.laregents.org/programs/borsf-programs/>.

**\*Take in some Tech football this fall!** If your Mentee is looking for an activity this fall that is equally great for families, singles, adults, etc., they might want to take advantage of some of the Tech home football games. Free tailgating activities featuring food and more before the game can be a lot of fun. Family ticket packages are available at reduced prices, as well as LATECH Kids Club season tickets for only \$30. For more information check out: <http://www.latechsports.com/tickets/lac-footbl.html>. The first home game is against **University of Central Arkansas** on September 9.

### **Mentoring Tip for August:**

**\* One important career ingredient that is often over-looked, under-valued and just plain misunderstood is networking.** Networking involves more than meeting people and collecting business cards! It is really about your Mentee establishing relationships with others in their field. It broadens your Mentee's scope and deepens their understanding of issues, trends, history,

research, funding, etc. It also helps others learn about your Mentee's skills and expertise. Whenever your Mentee travels, attends a conference or reception, gives a talk, reviews proposals or papers, etc., they have prime networking opportunities. Who should your Mentee make a point to meet? What might your Mentee have in common with them? Who might be interested in what your Mentee does? Who might be a potential collaborator? One great way to develop a network is to volunteer. If your Mentee isn't a member of the important professional organization(s) in their field, encourage them to join today. Then volunteer - I never saw an organization who had enough reviewers, moderators, panel or program organizers, committee members, etc. Volunteering is a great way for your Mentee to meet key people in their field and get to know them. Serving with them provides mentoring opportunities for your Mentee. Once your Mentee gets to know some well-connected people, they will find that they also get to know the people they know. All of these contacts can serve as potential reviewers for papers, proposals, etc. They are often the ones who make recommendations for awards, grants, etc. We will have a networking mini-workshop this fall with some great tips on how to network. For more information, check out the PowerPoint presentations on networking at: [http://www.advance.latech.edu/index.php?option=com\\_content&view=article&id=19&Itemid=27](http://www.advance.latech.edu/index.php?option=com_content&view=article&id=19&Itemid=27).