



## A QUICK GUIDE TO ATALM'S MENTORSHIP PROGRAM

Thank you for participating in the Conference Mentorship Program. The program is organized by the **Native Emerging Professionals Network** and is sponsored by the **Association of Tribal Archives, Libraries, and Museums**.

This program matches experienced conference attendees with emerging career attendees. This informal outreach effort helps newcomers make the most of their time at the conference.

### 1. ABOUT THIS GUIDE

- To ensure a positive and productive experience, the Native Emerging Professionals Network created this guide to help mentors and mentees navigate their role and responsibilities, prepare for their first meeting, and develop a plan to interact with each other throughout the conference.

### 2. MENTORSHIP PROGRAM EVENTS

For the 2024 conference, the Mentorship program is hosting the following events:

- **Tuesday, September 24, 2024 at 2 p.m. EDT:** Native Emerging Professionals Network Mentor-Mentee Matchmaking on Zoom
- **Tuesday, October 22, 2024 at 2 p.m. EDT:** Native Emerging Professionals Network webinar: Networking and Maximizing the ATALM2024 Conference Experience
- **Tuesday, November 12, 2024, 5 p.m., PDT:** Native Emerging Professionals Network Social Hour at the California Ballroom, Renaissance Hotel.
- **Wednesday, November 13, 4 p.m., PDT Oasis Ballroom:** Native Emerging Professionals Network Conference Speed Session with great topics such as becoming an IMLS grant reviewer, a Fulbright scholar, a fellow or intern at NMAI or the American National History Museum, how to participate in the UCLA/Getty Museum Conservation program, and more.
- **Wednesday, November 13, 2024, and Thursday, November 14, 2024:** Mentor-Mentee Premium Tables for Breakfast, Lunch, and Closing Ceremony (Look for the NEPN MENTOR table tents).
- **Tuesday, Wednesday, and Thursday After Hours Meetups** (Check the Whova app for times and locations)
- **Thursday, November 14, 5 p.m., Oasis Ballroom Closing Ceremony: Meet at your assigned tables for a fond farewell or continue on to the Palm Springs Street Fair afterwards.**

To RSVP for these events, follow this [link](#). **To help ensure adequate space is reserved, RSVPs are required.**

### 3. PURPOSE OF MENTORSHIP

- The mentorship program encourages knowledge sharing, skill development, and fostering professional connections within the ATALM community.

#### 4. MATCHING PROCESS:

- The process of pairing mentors and mentees begins by matching based on their areas of interest, expertise, and goals.
- Following the meeting, mentees may request to be assigned to a specific mentor.

#### 5. COMMUNICATION GUIDELINES

- Once matched, mentors and mentees are connected through email.
- Once assigned, mentors and mentees should commence communication via email, Zoom calls, telephone, or in person.
- Advance communication makes for a more meaningful conference experience.

#### 6. PREPARING FOR THE FIRST MEETING

Whether in person or online, the first meeting sets the foundation for your relationship and provides an opportunity to learn about each other.

The following are sample questions<sup>1</sup> that can guide your first meeting.

##### Mentors

- What do you want out of your career?
- What specific goals do you want to accomplish in the next [insert time frame]?
- How frequently would you like to interact at the conference? For example, sit together for meals, attend sessions together, etc.?

##### Mentees

- How did you get started in your field?
- What skills do you use most in your job?
- What are some of the most important aspects of the ATALM conference?

Other questions can focus on academic or professional experience, current circumstances, experiences, challenges, and milestones.

#### 7. ROLES AND RESPONSIBILITIES

The Native Emerging Professionals Network mentorship program emphasizes reciprocity as the foundation of the mentoring relationship. Once established, this foundation will nurture mutual recognition, respect, sharing, and responsibility between mentor and mentee.<sup>2</sup>

##### Mentors:

- Mentors are experienced professionals volunteering to guide and support less experienced professionals.
- Mentors should offer guidance, share insights, provide feedback, and help mentees navigate the conference environment.
- Mentors should take responsibility for establishing communication and engagement.

<sup>1</sup> Meetingnotes Team, "Mentees and Mentors: How to Ace Your First Mentor Meeting.", <https://meetingnotes.com/blog/mentor-mentee-meeting-guide>

<sup>2</sup> Indspire, "Literature review: Decolonizing and Indigenizing Mentorship," 2021, <https://indspire.ca/wp-content/uploads/2021/08/Decolonizing-and-Indigenizing-Mentorship-EN-FINAL.pdf>

- Mentors should tailor the mentorship to the mentee’s needs by understanding their strengths, challenges, and identities.<sup>3</sup>
- Mentors should share culture and traditions in a mutually respectful way to build trust and cultural competency.
- Mentors should advocate and support mentee’s professional goals.

#### **Mentees:**

- Mentees are individuals seeking guidance and learning opportunities from experienced professionals.
- Mentees should come prepared with questions, goals, and a willingness to learn from their mentors.
- Mentees should be responsive to mentor’s communications.
- Mentees should practice respect, reflectivity, and reciprocity in your mentoring relationship.
- Mentees should be considerate of the mentor’s commitments and obligations.

### **8. CONFIDENTIALITY AND PROFESSIONALISM**

- To build trust, it is important to maintain confidentiality, especially if sensitive information is shared during the mentorship.
- Mentors and mentees should respect each other's time and opinions.

### **9. FEEDBACK AND EVALUATION:**

- The Emerging Native Professionals Network is committed to ensuring the mentorship program meets its desired purpose. A few days after the conference, you will receive an evaluation survey that will enable you to provide feedback on the mentorship experience. Your guidance will help to improve the program for future iterations.

### **10. CLOSING AND FOLLOW-UP:**

- It is suggested that you meet up for the Closing Ceremony on Thursday, November 14, 5:00 p.m., in the Oasis Ballroom at your reserved tables to say goodbye and discuss the mentorship experience.
- This may be a good time to explore how to maintain a professional relationship beyond the conference.

### **11. PROGRAM ADMINISTRATOR CONTACT:**

If you have questions, concerns, or need assistance, please contact [admin@atalm.org](mailto:admin@atalm.org).

### **12. REFERENCES & RESOURCES**

Adam T. Murry and Lyndsey Crowshoe, “Indigenous Mentorship: A Behavioral Evaluation Model of College Mentors in Health Science,” 2019, [https://www.ncai.org/policy-research-center/initiatives/Murry\\_-\\_Crowshoe\\_-2019-\\_NCAI\\_poster.pdf](https://www.ncai.org/policy-research-center/initiatives/Murry_-_Crowshoe_-2019-_NCAI_poster.pdf)

Indspire, “Literature review: Decolonizing and Indigenizing Mentorship,” 2021, <https://indspire.ca/wp-content/uploads/2021/08/Decolonizing-and-Indigenizing-Mentorship-EN-FINAL.pdf>

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<sup>3</sup> Adam T. Murry and Lyndsey Crowshoe, “Indigenous Mentorship: A Behavioral Evaluation Model of College Mentors in Health Science,” 2019, [https://www.ncai.org/policy-research-center/initiatives/Murry\\_-\\_Crowshoe\\_-2019-\\_NCAI\\_poster.pdf](https://www.ncai.org/policy-research-center/initiatives/Murry_-_Crowshoe_-2019-_NCAI_poster.pdf)

LinkedIn, “How do you benefit from a mentorship agreement?”, 2023,  
<https://www.linkedin.com/advice/3/how-do-you-benefit-from-mentorship-agreement-skills-mentoring>

LinkedIn, “How to make the most out of a meeting with your mentor”, 2024,  
<https://www.linkedin.com/business/learning/blog/career-success-tips/how-to-make-the-most-out-of-a-meeting-with-your-mentor>

Meeting Notes, “Mentees and Mentors: How to ace your first mentor meeting”, 2024,  
<https://meetingnotes.com/blog/mentor-mentee-meeting-guide>