

Isaac Russell

January 30, 2014

### Journal Entry

The topic of January's mentor meeting was communication. Our meeting supported my thoughts on the importance of structure and correct grammar being pertinent in business communication. We also talked about the impact that posture, hand jesters, etc... has on communicating face to face.

Using email, text, etc... always requires correct spelling and grammar. Formatting also has standards to be followed but expectations for this might vary depending on experience. But ultimately all electronic communications and/or mail should follow strict standards.

Communicating in person also requires speaking skills. However, speaking makes up only less than half of communicating. A large part of communication is position, posture, etc... For example, crossed arms can make someone appear isolated. Also, wandering eyes can indicate someone's loss of concentration or boredom. Communicating also requires controlling these messages you might be subconsciously sending someone

good  
point



# Mentor Program Goals

2013 - 14 School Year

Please take some time to think about the mentoring program and what your expectations are in regards to how you can participate, how/what you can contribute, and what you would like to gain from the experience. Both the mentor and the mentee have things to share and things to learn. This form is meant to be the basis for a discussion about your expectations for the mentor program as a team (the mentor and mentee). It is the mentee's responsibility to compile the information and have it completed no later than the December mentor meeting. Returning seniors should look at the goal sheet from last year and discuss with your mentor to see if everything was accomplished. Then you need to update it for this year.

## Mentor

Name Josh Hart

### Goal Statement

Answer Isaac's questions and show him what I have learned.

### Measurables

1. Communicate with mentee at least once per month.
  2. at least 1 job shadow
  3. check grades at least once a month
  4. Encourage Isaac to push himself to new limits in Education and Sport.
- Signature [Signature]
- Date 12-10-13

## Mentee

Name Isaac Russell

### Goal Statement

Have a good understanding of my mentor's job and how he does everything.

### Measurables

1. Communicate with mentor at least once per month.
  2. Know the requirements of mentor's job.
  3. Understand how he schedules everything.
  4. Understand how he balances his job with the rest of his life.
- Signature [Signature]
- Date 12-09-13