



PeMento

PEER MENTORING FOR
MID-CAREER LIBRARY WORKERS

PeMento Cohort #2: Summer 2021

We're glad you're here! In this document you'll find a summary of weekly tasks as well as prompts to help you dig into discussions with your peer groups and savor some self-reflection. *If you like To Do lists, SAVE A COPY OF THIS FILE and check off the items as you progress!*

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Week 1: Getting Started (July 12-16)

Week One is focused on Getting Started. Get ready for the PeMento experience by organizing your PeMento meetings and materials and dipping your toe into reflections with some short prompts, as well as meeting your cohort and PeMento organizers in a Community Call.

Meetings

- ☐ Attend the Welcome & Kick-Off Community Call: **Monday, July 12, 2021**
12-1 p.m. PDT, 1-2 p.m. MDT, 2-3 p.m. CDT, 3-4 p.m. EDT

Planning

Spend some time making time for yourself!

- ☐ Mark an hour in your calendar as unavailable for each of the next 6 weeks.
- ☐ Make sure the Community Call invites for week 4 and week 7 are on your calendar.
- ☐ Connect with your group to schedule Small Group Meetings:
 - ☐ at least one meeting during weeks 2-3,
 - ☐ at least one meeting during weeks 4-5, and
 - ☐ at least one meeting during weeks 6-7.
- ☐ Review materials, worksheets, and prompts. Do what you need to do! Print 'em out, download and file 'em, paint a portrait of 'em, laminate! You know you!

Reflection

- ☐ Are you ready? We're glad you signed up and we know you're excited, but doing the work will take some time. Are you ready to make that commitment to yourself and your group over the next seven weeks?
 - If, after reflection, the answer is that you don't have the time right now, no sweat! Just let us know and we can put you on a list for future PeMento Cohorts.
- ☐ What about PeMento is most exciting for you right now? What are you apprehensive or worried about?
 - Is there anything we can do as organizers to ease your worry? Please let us know so we can help!
- ☐ Check out the [Bonus Daily Reflection Prompts](#)

Weeks 2 and 3: Warming Up (July 19-30)

Weeks Two and Three are designed to get you thinking more deeply about where you are and where you want to go. You'll meet with your Small Group, explore your balance and begin to plan.

Depending on when your Small Group Meeting is, you may need to prioritize some of the reflections so that they are complete before your call.

Meetings

- ☐ Hold a Small Group Meeting
 - Check out the [Small Group Meeting 1](#) prompts for some ideas about how to get discussions started during your first meet-up.

Earlier Reflection

PeMento goals: **Complete before Small Group Meeting**

- ☐ What are you hoping to get out of PeMento? How would you like to be different after this experience?
- ☐ What does a Peer Mentoring program offer that you can't or haven't been able to do on your own?

[Balance Worksheet](#): **Complete before Small Group Meeting**

- ☐ Complete the Balance Worksheet. Take your time and make sure you complete the reflection portions as well!
- ☐ What messages are you getting from the Balance Worksheet exercise?
- ☐ What do you feel comfortable sharing with your small group from the Balance Worksheet exercise?

Your Plan:

- ☐ Take a closer look at the four Your Plan worksheets.
- ☐ Start thinking about what might be part of Your Plan.

Later Reflection

[Balance Worksheet](#):

- ☐ Keep thinking about what you learned from the Balance Worksheet. Take a moment to honestly reflect on what your capacity is to initiate and undertake change in your life/Your Plan.
- ☐ What about your situation is within your control?
 - ☐ What is your capacity for growth and change?

- ☐ Can you increase your capacity for change?
- ☐ What about your situation is outside of your control?
 - ☐ What kind of practices will you take to be kind with yourself if you can't make changes, or can't make changes yet? Is there a middle ground? Is there an alternate road?

Your Plan:

- ☐ Start getting ready for your future by developing Your Plan using the Your Plan worksheets. Complete worksheets at your own pace.

Small Group Meeting 1

It can be hard to establish rapport with a group meeting the first time. We've put together this short outline with some ideas of things you might do at your first Small Group Meeting to help you get to know each other. Use some, all, or none of these prompts, just talk to each other!

Meeting Modes and Methods

- Discuss and affirm group norms.
 - Norms are components of a social contract. They are present in group interactions, whether or not groups choose to define and document them. Norms may describe cultural as well as functional aspects of group interactions. Research suggests that documented norms can provide people with a sense of safety & stability, contribute to a more equitable work environment, and contribute positively to team cohesion. Norms may also serve the purpose of helping to resolve disputes or conflicts.
 - Things to consider in your small group: What are your guiding principles? What are your values? How often will you meet, and who is responsible for setting up the meetings? How will you communicate between meetings? Will you keep notes?
- Discuss as a group your preferred methods of communicating.
 - Are you better over email? Do you thrive on Zoom? This will set clear expectations and allow us to stay honest about the best method of communication to move this thing forward and get something out of it for each of us, while ensuring participation and engagement!
- Everyone should be familiar with the [Code of Conduct](#).

Real Introductions

- An ice breaker! An ice breaker? We're big fans of telling embarrassing or hilarious stories (a bird once pooped on Ashley Chase's mouth. Right on the lips. In public.) but your group should find an icebreaker that feels authentic and comfortable. Or not! You know what to do!
- Time to open up! Explain your position. Sure, you might be an associate dean or a head of technical services, but what does that *mean*? Give us the spicy stuff!
 - What is the most fulfilling part of your current position?
 - What, professionally, are you most jealous that others get to do in their positions?
- Why are you here? REALLY. Maybe you have your career figured out and you just want to make friends. Maybe you have more friends than you know what to do with but you can't figure out this library thing? We've got you!
 - What is one word that describes how you feel about your professional identity?

- Like many text adventures, it's dangerous to go alone into the library/information world. What might the sage wizard tell you to take? What are you looking for as you set out on a quest to become your most you?
- What does mid-career mean? How do you feel about mid-career? Being mid-career? How have things changed in how you view yourself professionally in the past few years?

Balancing Acts

- What was the most important thing learned as you completed the [Balance Worksheet](#)? As a group, are there any trends?
- What was the most important revelation you had after completing and reflecting on the Balance Worksheet?
- What aspects of your life as depicted in the Balance Worksheet are you in control of, but don't *feel* like you are in control of? How can you change that?

Week 4: Checking In (Aug. 2-6)

Week Four represents the half-way point in the PeMento Program. A Community Call will offer some insight from the broader group while you continue to work on individual reflections and paths forward.

Meetings

- ☐ Attend the Community Call: **Monday, August 2, 2021**
11a.m.-12 p.m. PDT, 12-1 p.m. MDT, 1-2 p.m. CDT, 2-3 pm EDT

Reflection

Reflections for the Community Call:

- ☐ What support is needed for mid-career professionals?
- ☐ What support do YOU need?
- ☐ How can we co-create this support?

Your Plan:

- ☐ Continue working through the Your Plan worksheets.

Conference Bio Worksheet:

- ☐ When you need a change of pace, get started on the Conference Bio Worksheet. You should also check out the excellent bio [DeAngstifier!](#)
- ☐ Check out the [Bonus Daily Reflection Prompts](#)

Weeks 5 and 6: Moving Forward (Aug. 9-20)

Weeks Five and Six focus us on finalizing our destinations and making a map to get there. You'll meet with your Small Group and continue working on Your Plan. Keep the momentum going and support each other! Depending on when your Small Group Meeting is, you may need to prioritize some of the reflections so that they are completed before your call.

Meetings

- ☐ Hold your second Small Group Meeting
 - Check out the [Small Group Meeting 2](#) prompts for some ideas about how to keep discussions going in your second gathering.

Earlier Reflection

- ☐ Complete the [Conference Bio Worksheet](#) **before Small Group Meeting**
- ☐ Work on [Your Plan Worksheet 1](#) (Creating long-term goals)
- ☐ What about the plan process is working for you? What's not?
- ☐ What alternate kind of forward thinking can supplement Your Plan?

Later Reflection

- ☐ Work on [Your Plan Worksheet 2](#) (Creating short-term goals)
- ☐ Work on [Your Plan Worksheet 3](#) (Identifying action steps)
- ☐ Work on [Your Plan, Worksheet 4](#) (Prioritizing and setting deadlines)

Small Group Meeting 2

In this second Small Group Meeting, build on connections you made in your first. Ask probing questions to help each other think more deeply. Not sure what to talk about? We've got some prompts to get started. Use some, all, or none of these prompts, just keep talking to each other!

Check In & Follow Up

- ☐ How are you feeling today? Have you made any changes based on earlier PeMento discussions? How are they going?
- ☐ Follow up on any discussion topics from the first Small Group Meeting.
- ☐ What PeMento to-do list item most bothers you? Why is it making you feel that way?

Something I Just Gotta Say

- ☐ What's top-of-mind for you today? What's burning you up?
- ☐ What has happened since the first Small Group Meeting to solidify an idea you got from PeMento? Or challenged it?

Telling Your Own Story

- ☐ Do you struggle to promote yourself? Why?
- ☐ What are your strategies for pumping yourself up and remembering your triumphs?
- ☐ What did you learn from the Conference Bio Worksheet?

Making Your Own Path

- ☐ What is holding you back from taking the first step or the next step toward where you want to go?
- ☐ What are you excited about in the Your Plan process? What are you concerned about?
- ☐ Does planning work for you? If not, what are alternate strategies to move forward?

Week 7: Finalizing Plans (Aug. 23-27)

Week Seven concludes our structured PeMento programming. A final Community Call as well as a Small Group Meeting wrap up this chapter of your growth but turn the page to keep moving forward!

Meetings

- ☐ Attend the Community Call: **Monday, August 23, 2021**
12-1 p.m. PDT, 1-2 p.m. MDT, 2-3 p.m. CDT, 3-4 p.m. EDT
- ☐ Hold your third Small Group Meeting
 - Check out the [Small Group Meeting 3](#) prompts for some ideas about how to keep discussions going in your final gathering.

Reflection

- ☐ Complete Your Plan
- ☐ Did PeMento do what you hoped?
- ☐ Have you made connections and taken the time to reflect and plan for the future, both personally and professionally?
- ☐ How are you going to be kind to yourself and cultivate community going forward?
- ☐ What does a peer mentoring community look like for you? What makes the most sense?
- ☐ What are the great things you've learned about yourself that you can share with others?
You're awesome. You're spicy. Let the world know!
- ☐ Check out the [Bonus Daily Reflection Prompts](#)

Small Group Meeting 3

In this final Small Group Meeting, solidify your connections and make plans for the future. Ask probing questions to help each other think more deeply. Not sure what to talk about? We've got some prompts to get started. Use some, all, or none of these prompts, just keep talking to each other!

What's Up?

- ☐ How are you feeling today? Ready to rumble? Just slogging through?
- ☐ Follow up on any topics from earlier Small Group Meetings!
- ☐ What's the most annoying item on your professional to-do list? Why do you find it so irritating?
- ☐ What has happened since the first Small Group Meeting to solidify an idea you got from PeMento? Or challenge it?

Grand Plans

- ☐ Share Your Plan! What surprised you? What affirmed you?
- ☐ What are you excited about and why?
- ☐ What have you done to get started?
- ☐ What do you need to do to keep yourself on this path? Who can help you and how?

Post PeMento Peer Mentoring

- ☐ Set a future communication plan with your peer mentoring small group, individuals from your small group, or other peers you want to continue to connect with!

Bonus Daily Reflection Prompts

1. Take a day and note (on paper or in a document) every time you talk to yourself.
 - a. What's your tone?
 - b. What's your mood?
 - c. Are you being kind to yourself?
 - d. Would you speak to a coworker this way?
2. What are you grateful for today? (Name 3 things)
3. Additional balance prompts:
 - a. What do you want more of in your life?
 - b. What do you want less of?
 - c. Do you need to simplify or intensify activities to achieve balance?
4. Is there a choice or decision you are avoiding?
 - a. What is it?
 - b. Could you make this decision/choice today?
 - c. Why is it hard to decide/choose?
 - d. What are your options?
 - e. What are the pros and cons for each option?