Mentoring Program Orientation

57th Annual Conference, San Francisco

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American Translators Association
The Voice of Interpreters and Translators

Mentoring Program Orientation

Session Agenda

Mentoring Program overview – Susanne

What mentors need to know – Kyle

What mentees need to know – Kyle

Project Management 101 – Lori

Questions and answers – You!

http://www.atanet.org/careers/mentoring.php

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Mentoring Program Basics

- ATA mentorships last for one year, beginning in April

- Pairs are matched according to:

  - ✓ Application materials

  - ✓ ATA directory profile

  - ✓ What we know about you from ATA activities

- You can propose your own ready-made pair

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The Program Offers . . .

Mentoring in the business side of translation

Client relations, translation tools, marketing, etc.

The Program Does Not Offer . . .

Translation or interpreting instruction or tutoring

Help passing the Certification exam

The Mentoring Program is not an internship.

http://www.atanet.org/careers/mentoring.php

The Mentor – Mentee Relationship

Each pair negotiates how their relationship will play out:

- Expect to spend 1–2 hours/month with your counterpart.

- How will you communicate? – Skype, email, phone, etc.

- How many goals will you set? – A reasonable number (3-5)

- How actionable should the goals be?

- How will you measure success?

http://www.atanet.org/careers/mentoring.php

Why become a mentor?

- Enjoy the satisfaction of helping a colleague

- Challenge your assumptions

- Discover latent talent

- Expand your professional network (mentors have their own private group for discussions and support)

- Think outside the box!

- ATA-certified mentors receive 2 CE points for the year

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How can I become a mentor?

- Update your listing in the online ATA Directory.

- Complete the ATA Mentor Statement Worksheet (available on the ATA website).

- Then e-mail your worksheet to mentoring@atanet.org by March 1, 2017.

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Why become a mentee

- The mentee sets the goals (identifying potential clients, vetting contracts, setting rates, website content).

- Get help understanding the business side of translation.

- Individual attention from an experienced translator or interpreter.

- Each "class" has its own Yahoo group where all mentees and mentors can ask and answer questions in a safe place.

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Are you ready to be a mentee?

- Mentees should have basic knowledge of the translation and interpreting industry and know how to translate/interpret.

- Be able and willing to commit to communicating with your mentor for a whole year.

- Have some prior freelance or other job experience.

- Possess adequate equipment and software for business operations and have an understanding of CAT tools.

- Understand and abide by ATA's Code of Ethics.

http://www.atanet.org/careers/mentoring.php

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How can I become a mentee?

- Be an ATA member (student members eligible*).

- Have the resources (income) to be able to commit to the program <u>for a year</u>.

- Complete the ATA Mentee Statement Worksheet (available on the ATA website).

- Explain your experience and goals in a short essay.

*Note: Student members must be far enough along in their studies to be accomplished translators.

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Name:

Email:

Phone:

1.   Goals I'd like to accomplish with the help of a mentor:

2.   I will contribute as follows to the partnership (example: ask questions, stay motivated, be proactive):

3.   One year from now, I'd like to be able to say this about the experience:

4.   Secondary goals:

5.   How my mentor can best provide me with the following:

Encouragement:

Corrective feedback:

Help with my skills, knowledge, attitudes:

http://www.atanet.org/careers/mentoring.

How can I become a mentee?

In that short essay, be sure to mention:

- your background

- your translation and/or interpreting experience

- your freelance or in-house translation experience

- what you hope to gain from an ATA mentorship

E-mail your worksheet to **mentoring@atanet.org**
by March 1, 2017.

http://www.atanet.org/careers/mentoring.php

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The Mentoring Program Committee

Contact us at **mentoring@atanet.org**

Cathi Witkowski, translator
- Spanish → English, Spanish ↔ English editor, proofreader; 15+ years as a PM
- Adjunct professor, Spanish → English Professional Translation Wkshp, NYU, 2013

Susanne van Eyl, translator and interpreter
- English → German; ATA-certified English → German; legal and business
- 15+ years of experience as a translator, editor, and proofreader

Lori Colman Lindeman, PM
- Spanish → English editor, proofreader; 14+ years as a PM
- President of the New York Circle of Translators, two consecutive times

Kyle Vraa, translator
- German, Nordic languages → English; business, finance, music technology
- 15+ years experience in translation, ATA-certified Danish + German → English

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Thank you!
Application deadline:
March 1, 2017

Mentoring Program page on ATA website:
www.atanet.org/careers/mentoring.php

Online presentation: **http://bit.ly/16rqn2R** (case sensitive)

Savvy Newcomer blog:
http://atasavvynewcomer.org/

Business Practices List (provide your full name to join!):
http://bit.ly/bpyahoo

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