Mentoring Program Orientation

57th Annual Conference, San Francisco

Susanne van Eyl, Lori Lindeman, Kyle Vraa

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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
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

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

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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?

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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.
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.

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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 for a year.
- 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:

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
The Mentoring Program Committee
Contact us at mentoring@atanet.org

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


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

Business Practices List (provide your full name to join!): 

Thank you! 
Application deadline: 
March 1, 2017