The SMPS Central PA Mentorship Program is the embodiment of our chapter’s commitment to assist A/E/C marketers and business developers in their personal growth and professional development. Professionals at all stages of their career should consider participating – either as a Protégé or a Mentor.

About the Program

We will kick off the 2019 Mentorship Program in November. After reviewing the applications received, the Membership Committee will pair each Protégé with a Mentor. Each Mentor/Protégé pair should endeavor to meet face-to-face once a month throughout the duration of the program. However, we recommend pairs meet or be in contact with each other more often than once monthly.

While it is important to recognize and understand the needs of both parties in the pairing, the priority in the mentorship relationship is the career development of the Protégé. Mentors are there to help their Protégés discover, establish, and attain their goals.

Eligibility

**PROTÉGÉS** | Current SMPS Central PA members who are eager to learn from a mentor are eligible to be Protégés. Protégés are encouraged to get involved in an SMPS committee, group, or program.

**MENTORS** | Mentors are senior-level marketing or business development professionals with a minimum of seven years of experience in the A/E/C industry.

Application & Pairing Process

1. Prior to the start of the program, prospective Mentors and Protégés must complete and submit a simple application by November 15, 2019.

2. The Membership Committee reviews the applications and matches Mentor/Protégé pairs based on their needs, backgrounds, and career tracks.

3. Following the pairing process, individual applicants receive notification they have been accepted into the Program and learn with whom they have been matched.

Whether you have the skills and experience to teach, or you have gaps in your knowledge and need advice, there is something in this program for everyone.
4. Mentors and Protégés will have an opportunity to meet and talk at the Mentorship Program Networking Social and Orientation in November 2019.

Each Mentor/Protégé pair is required to meet monthly starting in November. The Networking Social and Orientation will count as the first meeting. The face-to-face monthly meeting is a minimum requirement; additional meetings, phone conversations, email exchanges, or other contacts are strongly encouraged. Additional Mentorship Program events will be planned by the chapter throughout the program year. Please keep in mind this is a serious commitment for both the Mentor and the Protégé.

No matter where you are in your career, you can gain career insight and important benefits from participating in a Mentor/Protégé relationship with a fellow professional!

**MENTORSHIP PROGRAM SCHEDULE**

<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
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<tr>
<td>November 15, 2019</td>
<td><strong>Protégé and Mentor Application Deadline.</strong> All applications are due by 5pm on November 15, 2019.</td>
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<tr>
<td>November 2019</td>
<td>Membership Committee meets to evaluate applications and pair Mentors and Protégés.</td>
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<tr>
<td>November 2019</td>
<td>Mentors and Protégés are notified of the pairings.</td>
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<tr>
<td>November 2019 (exact date TBD)</td>
<td><strong>Mentorship Program Networking Social and Orientation.</strong> This will be the first official meeting of the Mentor/Protégé pairs. You will have a chance to network and discuss the best times and ways to connect on a monthly basis.</td>
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<td>December 2019 through August 2020</td>
<td>Mentor/Protégé pairs should meet monthly face-to-face. The Program Chair will follow up on a regular basis to see how pairs are progressing. Other programs and gatherings for the Mentorship Program participants will be planned by the chapter during the year.</td>
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<tr>
<td>August 2020</td>
<td>“Graduation” – Mentors and Protégés will be recognized at the chapter’s end-of-year celebration.</td>
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ADVICE FOR PROTÉGÉS AND MENTORS

For Protégés

- Potential Protégés should consider their readiness and availability, as well as the commitment needed to participate in the program. If you believe a mentoring relationship would be helpful to your professional development, this is an opportunity to actively pursue and obtain guidance and advice.

- Consider how and why support and guidance from a more experienced professional will benefit you. This is not about finding a new friend or making inroads into a new company. Rather, Protégés must determine specific goals for this relationship and consider how they will apply them towards building their career.

- Although both the Protégé and the Mentor need to develop and nurture their relationship, the program is designed for the Protégé to practice initiative and to play an active role in the partnership. It is the responsibility of the Protégé to contact his or her Mentor and set up the required monthly face-to-face meetings.

- Your Mentor will make a commitment to your professional development. Therefore, kindly respect the sacrifice of time and effort that he/she is making for you. Bring a copy of your program application to your initial meeting and be prepared to discuss how you can ensure the relationship will be beneficial for both parties, and how you both can maintain expectations that are realistic and achievable.

- As the Protégé, you are responsible for taking the lead with your Mentor in determining the issues to be discussed at future meetings. We recommend the Protégé come to each meeting prepared with written questions or objectives, and an openness and willingness to accept guidance and constructive insights from the Mentor. To be successful, this relationship relies upon honesty and forthrightness. Trust that your Mentor has your best interests in mind.

For Mentors

- Be honest and consider what will be required in terms of time, effort, and openness. A Mentor must be available to his/her Protégé at least once a month for a face-to-face meeting.

- Be clear about your expectations of the relationship. If you are not sure yourself, the Protégé will undoubtedly get mixed messages from you.

- Prepare the agenda for the initial meeting (e.g., introductions, experience/situations, examples of future goals, etc.). Request your Protégé come to your first meeting equipped with goals for the relationship. As the more seasoned professional, the Mentor must ensure this initial meeting is productive. It will set the stage for more productive goal-oriented monthly meetings.

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A Mentor is defined as any professional who can share personal insights, provide guidance and support to help establish and reach the Protégé’s professional goals. The Mentor can often serve as teacher, sponsor, coach, supporter, counselor, and role model. Potential Mentors must consider their readiness and availability to be a mentor.
- Work with the Protégé to clearly define the roles, expectations, and outcomes for each of you. Let the Protégé know what you can and are willing to give to the relationship.

- As appropriate, Mentors should take every opportunity to include the Protégé in formal and informal SMPS Central PA events and meetings.

**Note:**

There is the possibility of an undesirable Mentor/Protégé pairing where individual expectations cannot be met for various reasons. If this happens, please contact the Mentorship Program Chair, Shawn Barron.