

Program Introduction

SMPS San Antonio is excited to offer the Mentorship Protégé Program for our chapter this year. The program is an embodiment of the commitment of the San Antonio Chapter to the professional and personal development of our members. We encourage professionals at all stages of their career to consider participating, either as a mentor or protégé. Regardless of where you are in your career, you can gain knowledge, skills, and important benefits from participating in a professional mentor-protégé relationship and gain firsthand knowledge from someone in the same industry.

The program connects experienced professionals with aspiring talent at any stage in a supportive, one-on-one environment. The program's goal is to provide both the Mentor and Protégé with a rewarding, professional relationship that is mutually advantageous. The program will be overseen and administered by the chapters Education Committee.

Strengths Finder, now known as Clifton Strengths Assessment, will also be included in the program. Each Mentor and Protégé will be given a book and access code to take the test. At your initial meeting, this will serve as a conversation starter and help you both understand your strengths so you can further utilize them.

About Mentoring

The professional relationship between a mentor and a protégé is a special one. While it is necessary to maintain an understanding of the needs of both participants, the priority in the relationship is to work towards establishing and attaining the protégé's goals. Although we rely upon both the protégé and the mentor to develop and nurture the relationship, the program is designed to provide the opportunity for the protégé to practice initiative and play an active role in the partnership.

Protégé

Potential protégés must consider their readiness and availability to be a protégé. If you believe a mentoring relationship would be helpful to your professional development, this is a great opportunity to actively pursue guidance and advice. As a protégé, you should also consider how and why the guidance of a mentor will benefit you. This is not about finding a new friend or making inroads into a new company. Protégés should consider how they will apply this relationship to career and company building.

As a protégé, it is important to understand the commitment to participate in the program. Your mentor has made a commitment to your professional development and growth. Kindly respect the sacrifice of time and effort he or she is making for you. Bring your application to the initial meeting with your mentor and be prepared to discuss how you intend to make the relationship beneficial for both parties.

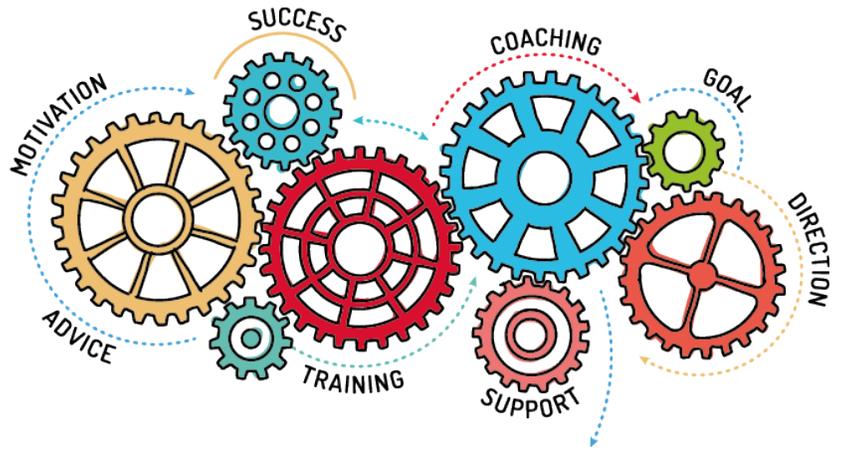
As requested on the application, the protégé needs to clearly define:

- Why do I want to be in this type of program? What do I want to gain from it?
- What are the career issues and goals that a more experienced professional can help me address?
- How can a mentor provide me with advice to further my career and/or address current issues?
- What can I bring to the table in my mentor/protégé relationship?



SMPS San Antonio 2017-2018

Mentorship Protégé Program



At the initial lunch meeting, we encourage the protégé and mentor to set a schedule for meetings. Our recommendation is to meet once per month, so establishing that schedule in advance and getting it on both participants calendars, sets you up for success. Does the first Wednesday of every month at 10:00 am work for both of you? If so, send a calendar invite and set the commitment. We also recommend that the protégé send a “topic” or list of questions to their mentor prior to each meeting. This ensures both parties are prepared and have fruitful conversation. Be open and willing to accept guidance and constructive insight from your mentor. To be successful, this relationship relies upon honesty and forthrightness. Trust that your mentor has your best interest in mind.

Mentors

A mentor is defined as any professional who can share personal insights and provide guidance, support and help the protégé establish and reach their professional goals. With this definition in mind, the mentor can serve as a teacher, sponsor, coach, supporter, counselor and role model.

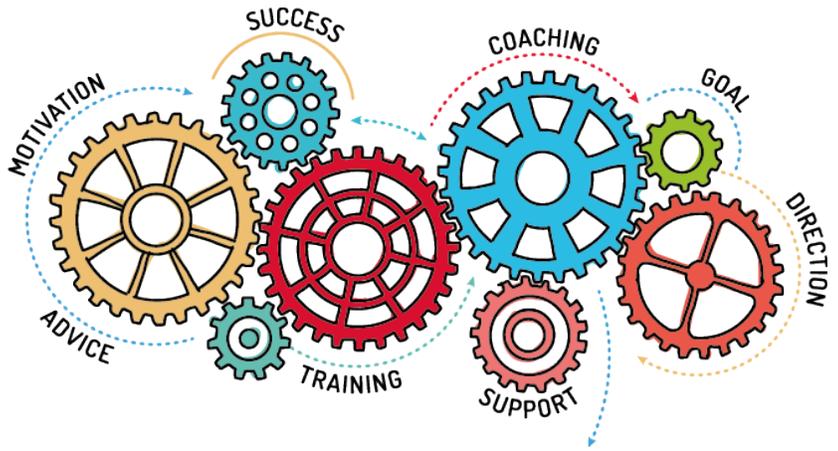
Potential mentors must consider their readiness and availability to be a mentor. It is a commitment, and we ask that you consider the following:

- Be honest and consider what will be required of you in terms of time, effort and availability. A mentor must be willing to meet with the protégé at least once a month.
- Be clear on your expectations of the relationship. If you are not sure how the program works, the protégé will undoubtedly get mixed messages from you.
- Prepare the agenda for the first initial meeting (e.g. introductions, experience/situations, examples of future conversations). While the protégé is requested to come to that meeting equipped with their goals for the relationship, as a more seasoned professional, the mentor must ensure the first meeting is productive and comfortable.
- 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.
- Listen and be a great cheerleader.
- Be eager to share your experiences and wisdom.
- You can positively influence and foster another’s growth.

Eligibility

Marketing and Business Development professionals who are currently in positions at firms in the A/E/C industry and have a minimum of one year professional experience are eligible to be a protégé.

Mentors must be a senior-level marketing or business development professional with a minimum of five years experience at A/E/C industry firms.



SMPS San Antonio 2017-2018

Mentorship Protégé Program

Next Steps

All prospective mentors and protégés are asked to complete the application on the following pages and submit a letter of interest that should include background on your work history, special skills and interests and any other information you feel would be helpful in our evaluation. These applications will then be reviewed by the Education Committee to select the individuals who will be invited to participate in the program. After mentor/protégé matching is complete, we will start our program with a kickoff lunch. Details to follow.

Program Requirements

- Attend the kickoff lunch where you will be introduced to your mentor/protégé
- Meet on a monthly basis
- Be willing to help each other grow, learn and be successful!

The Schedule

November 27, 2017 December 31, 2017	The Application period. All applications are due before December 15
January 2018	Meet your mentor/protégé lunch. Specific date to be determined.
February 2018	Mentor/protégé monthly meetings begin
September 2018	Closing program lunch and official completion of the mentoring year and program debriefing.

Application Deadline and Cost

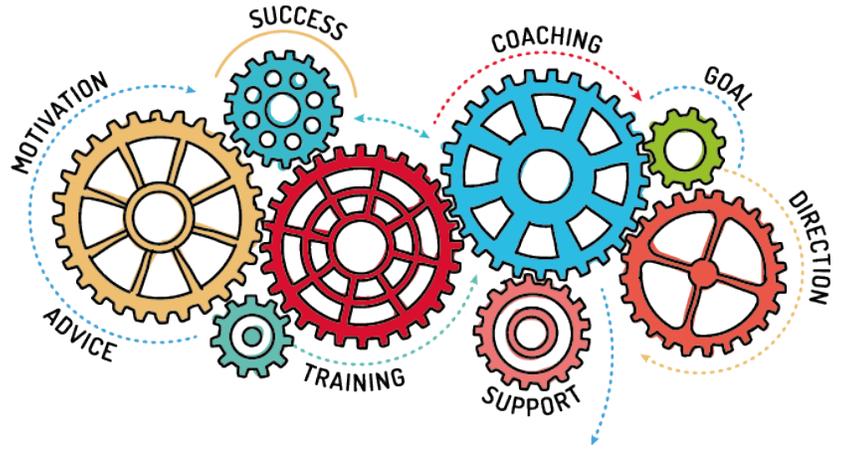
Complete applications are due December 15, 2017 and can be emailed along with your letter of interest to Christopher Martinez at cmartinez@ariasinc.com. Protégé's are required to pay a \$100.00 program application fee by January 10, 2018 if your application is accepted. The application fee funds the Strength Finder Assessment and lunches.

Questions/Contact

For questions about the San Antonio SMPS Mentoring Program contact:

Christopher Martinez
cmartinez@ariasinc.com
210-499-6804

We are so excited to offer this opportunity to our chapter and look forward to a successful program year!



SMPS San Antonio 2017-2018

Protégé Application

Name

Date

SMPS #

Years of Membership

Years in A/E/C Industry

Firm Name

Address

City

State

Zip

Phone

Email

Check your industry discipline.

Architecture

Structural

Other (please describe)

Geotechnical

Civil

Contractor

MEP

Landscape Architecture

1. Which domains of practice are most relevant to your current position? (select two)

Marketing Research

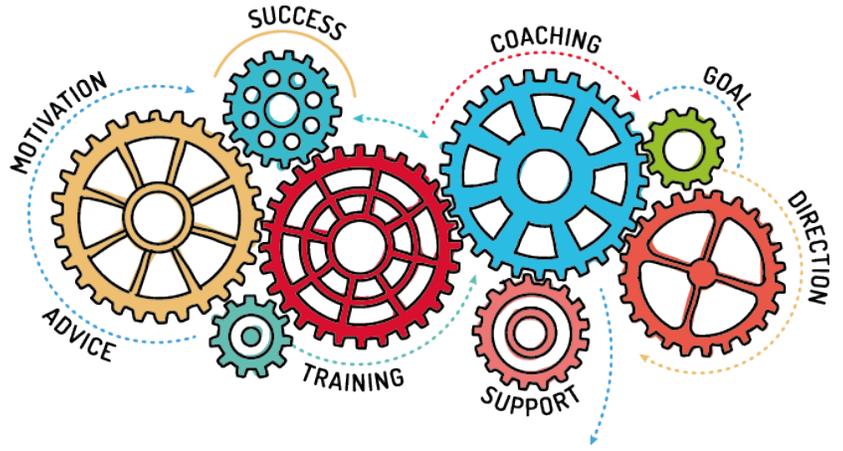
SOQ/Proposals

Marketing Plan

Promotional Activity

Client and Business Development

Communications/Social Media



2. What are the challenges you face in your current position?

3. What are your career goals for the next three years?

4. What are the top four benefits you hope to get from participating in a mentoring program?

Increase my confidence in my job

Increase my level of skills

Increase my ability to problem solve

Increase my ability to set priorities

Increase my credibility within my department/firm

Increase my credibility outside my firm

To better communicate with clients and colleagues

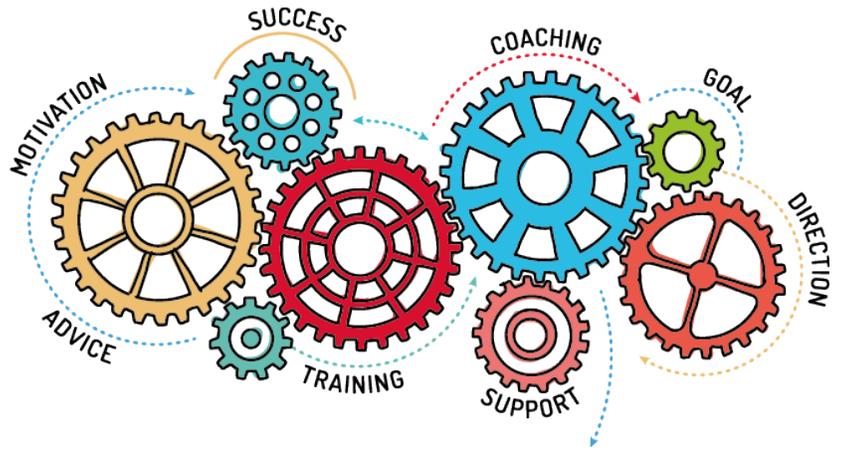
To get guidance, feedback, alternatives to consider, having a sounding board for ideas

To get coaching/ training/ education resources

To feel less isolated

Other _____

5. Are you happy in your current position? Please explain.



6. What are the three most important things to you in finding a mentor?

Experience in a particular discipline (architecture, engineering, etc.)

Number of years of experience

Credentials in marketing or A/E/C industry

Positions previously held in industry

Experience in the same size firm

Located in geographical proximity

Want a mentor of the same gender

7. Is your firm (or immediate supervisor) aware that you are participating in a formal mentoring program?

8. Describe your past experience, if any, as a protégé.

9. How do you define "personal professional development"?