SMPS ONE2ONE
MENTORING PROGRAM 2020 - 2021

You're invited to participate in the SMPS-CO One2One Mentor-Protégé Program. Whether you have the skills to share as a mentor or skills you would like to build as a protégé, there is something in the program for everyone. The program is an embodiment of the commitment of the Colorado Chapter of SMPS to assist A/E/C marketers and business developers in their personal growth and professional development. Professionals at all stages of their careers should consider participating – either as protégés or mentors. No matter where you are in your career, you can gain important benefits from participating in a mentor-protégé relationship and gaining career insight from a fellow professional.

TO BE A MENTOR:

- You are eager to share your experiences and wisdom
- You listen well and are a great cheerleader
- You can positively influence and foster another's growth
- You are open to learning new concepts and ideas for personal growth

TO BE A PROTÉGÉ:

- You want to grow personally and develop professionally
- You want to become a courageous leader in your firm
- You want to take charge in managing your career path
- You are ready for the next challenge in your life's work
- You are a current member of SMPS Colorado

QUESTIONS?

Reach out to our program leaders Ale Spray (Ale.Spray@mortenson.com) or Emily Villines (evillines@calibre-engineering.com).

MISSION

The SMPS One2One Mentor Protégé program exists to provide a forum for meaningful, mutually beneficial connections and learning opportunities for SMPS mentors and protégés focused on areas of personal career growth and leadership development.

VISION

To be a sustainable, consistently relevant and flexible program of SMPS Colorado bringing early and late career business development and marketing professionals from the A/E/C industry together for mutually beneficial personal and professional growth and leadership development.

As indicated above through the program Mission and Vision statements, the One2One Mentor program is not intended to teach technical skills or working tactics, which are taught within the CPSM and SMPS Educational frameworks. This program is specifically focused on expanding your personal development and leadership skills.

ELIGIBILITY

PROTÉGÉS: Marketing professionals who are currently in positions at firms in the A/E/C industry; have a minimum of two years professional experience; and who are current SMPS members are eligible to be protégés.

MENTORS: Mentors must be senior-level marketing or business development professionals with a minimum of eight years' experience at A/E/C industry firms.

HOW THE ONE2ONE MENTOR PROGRAM WORKS

All prospective mentors and protégés must complete the application form that follows, regardless of previous program participation, and submit it along with a current resume that includes work history, educational background, special skills and interests, and any other relevant biographical information. The information is intended to assist the One2One Committee to match mentor / protégé pairs based upon background and career tracks. Following the matching process, applicants will receive a reply letting you know if you have been accepted into the One2One Program and next steps.

Each pair is required to meet face to face on a monthly basis individually, and to participate in four structured group training sessions scheduled from September 2020 through May 2021. The sessions feature a curriculum of speakers and workshops designed to facilitate personal and career development for both mentors and protégés. These sessions will revolve around a specific topic and provide opportunity for learning and group discussion.

MENTOR PROGRAM APPLICATION

Note: Every effort is made to accept all eligible entrants into the program, but we cannot guarantee acceptance. Acceptance will depend upon the number of mentors and protégés who apply and the ability of the Mentoring Committee to make beneficial and appropriate pairings.

APPLICATION DEADLINE AND COST

Completed **applications are due August 21, 2020** and can be emailed along with your resume, any supporting information, and a photograph of applicant to Ale.Spray@mortenson.com

If your application is accepted, protégés will be required to **pay a $250.00 program participation fee** and mentors will be asked to **pay a $50.00 program participation fee** by August 30, 2020.

THE SCHEDULE

Please note the following schedule. Applicants must commit to attending the following One2One meeting dates shown below. These dates are currently being structured and may change as the program is finalized.

- Applications due 08/21/2020
- Selection of participants: 08/31/2020
- Mentors/Protégés meet and greet: September 2020
- Kick off session September 2020
- Session 1 “Art of Negotiation” 10/2020
- Session 2 “Managing Stress” 01/2021
- Session 3 “Understanding the C-Suite” 03/2021
- Session 4 “Strategies for Stepping into Your Power” 05/2021

ADVICE FOR PROTÉGÉS

Potential protégés must 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 your schedule and ability to participate in a monthly face-to-face meeting with your mentor, as well as participate in the monthly group meetings.

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 the mentor and set up the monthly face to face meetings.

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

The protégé is responsible for taking the lead with their mentor and helping to determine the issues to be discussed at future meetings. We recommend that the protégé come to each meeting prepared with written questions or objectives, and the 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.

ADVICE FOR MENTORS

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:

Be honest and consider what will be required in terms of time, effort, and openness. A mentor must be available to a protégé at least once a month in a face-to-face meeting in addition to the monthly scheduled group meetings. The group meetings are an important part of the program and need participation by both the mentor and the protégé.

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). While the protégé is requested to come to your first meeting equipped with goals for the relationship, as the more seasoned professional, the mentor must ensure that this initial meeting is productive. While protégés are encouraged to lead the monthly discussion agendas, we have learned that many early career professionals still 'don't know what they don't know'. Therefore, you will be expected to take the initiative to guide discussions from month to month, to probe and ask questions, and to challenge protégés to think beyond their current roles and work environments. Help them to see their situation from a more seasoned perspective.

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-CO events and meetings.

ONE2ONE PROGRAM APPLICATION FOR PROTÉGÉS

Provide the data below, save, and email completed form, along with your resume, additional supporting information and a headshot photograph of yourself to Ale.Spray@mortenson.com.

I am applying to be a Protégé!

Name: _____

Company: _____

Job Title: _____

Address/Location: _____

_____

Telephone: _____

E-Mail: _____

Do you commit to spending a minimum of one hour per month with your mentor/protégé? ☐ Yes ☐ No

Do you commit to attending one monthly group meeting with your mentor/protégé? ☐ Yes ☐ No

Questions for Prospective Protégés

Please answer the following questions. This information will be used to match you with a mentor, so the more detailed your answer, the better able the committee is to make an appropriate match.

1. How long have you been involved in marketing/BD in the A/E/C industry? _____
2. What are your current responsibilities? _____
3. What are the challenges you face in your current position? _____
4. Where would you like to see in yourself in 2-5 years? _____
5. How do you define "personal professional development?" _____
6. Have you ever had a mentor before? _____

   If yes, describe what worked, what didn't work and what you gained from that experience. _____

   _____
7. What do you wish to gain from participating in the One2One Mentor Program? _____
8. How much time do you envision dedicating to your mentor / protégé relationship? _____
   a. What time commitment do you expect from your mentor? _____
   b. How do you envision fulfilling these time commitments? _____
9. Tell us about a time where you had a challenge with a boss or co-worker. How did you handle the situation? Would you have liked to handle it differently? If so why? _____

   _____
10. If during this process you feel things are not progressing to your satisfaction with your mentor partnership, how would you handle this struggle? _____

All applicants must submit a copy of their resume, supporting documents, and a headshot with this application by **August 21, 2020** via email to Ale.Spray@mortenson.com. If you have any questions about the program or this application, please contact Ale at Ale.Spray@mortenson.com.

Signature: _____ Date: _____

smps Colorado

ONE2ONE PROGRAM APPLICATION FOR MENTORS

Provide the data below, save, and email completed form, along with your resume, additional supporting information and a headshot photograph of yourself to Ale.Spray@mortenson.com.

I am applying to be a Mentor!

Name: _____

Company: _____

Job Title: _____

Address/Location: _____

_____

Telephone: _____

E-Mail: _____

Do you commit to spending a minimum of one hour per month with your mentor/protégé? ☐ Yes ☐ No

Do you commit to attending one monthly group meeting with your mentor/protégé? ☐ Yes ☐ No

Questions for Prospective Mentors

1. How long have you been involved in marketing/BD in the A/E/C industry? _____
2. What are your current responsibilities? _____
3. How would you describe your personal work style? _____
4. How do you define "personal professional development?" _____
5. Have you mentored anyone before? _____

   If yes, describe the challenges, what worked, what didn't work, and what you gained from that experience.

   _____

6. What do you have to offer a protégé that will help them develop personally and professionally? _____

   _____

7. How much time do you envision dedicating to your mentor / protégé relationship? _____

   a. What time commitment do you expect from your protégé? _____

   b. How do you envision fulfilling these time commitments? _____

8. If during the mentor/protégé process you were to pick up on signs indicating your protégé was encountering challenges they were having a hard time articulating, or were having difficulty in leading the relationship based on their needs, how would you offer them guidance? _____

   _____

   a. What clues might you see in your protégé that would indicate they were struggling with the process?

   _____

   _____

9. What personal or professional qualities in a protégé do you think would mesh well with your mentor style?

   _____

   _____

All applicants must submit a copy of their resume, supporting documents, and a headshot with this application by **August 21, 2020** via email to Ale.Spray@mortenson.com. If you have any questions about the program or this application, please contact Ale at Ale.Spray@mortenson.com.

Signature: _____ Date: _____