

## **SMPS ONE2ONE**

### **Mentoring Program**

#### **2024 -2025**

You're invited to apply for 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 embodies 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 benefit 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 encouraging
- You can positively influence and foster another's growth
- You are open to learning new concepts and ideas for personal growth
- You actively practice positive, mindful leadership

#### **To Be a Protégé**

- You desire to grow personally and develop professionally
- You want to become a courageous leader in your firm
- You want to take charge of 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? Feel free to reach out to our program leaders, Jaime Clark at [jaimec@smallgiantsonline.com](mailto:jaimec@smallgiantsonline.com) and Kimberly Wybenga at [kwybenga@markyoungconstruction.com](mailto:kwybenga@markyoungconstruction.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's Mission and Vision statements, the One2One Mentor program is not intended to teach technical skills or working tactics 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 of professional experience, and are current SMPS members.

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

## HOW THE ONE2ONE MENTOR PROGRAM WORKS

### 1. Apply to the Program

All prospective mentors and protégés must complete the application form that follows—regardless of previous program participation—and submit a current resume that includes work history, educational background, special skills and interests, and any other relevant biographical information. The information will assist the One2One Committee in matching mentor/protégé pairs based on background and career tracks.

### 2. Wait for a Match

Following the matching process, applicants will receive a reply letting them know if they have been accepted into the One2One Program and the next steps. Our program capacity will limit the number of pairs. Selections are based on criteria matching.

### 3. Commit to Requirements

Each pair is required to meet individually, face-to-face monthly and participate in structured group training sessions from September 2024 through May 2025. 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 specific topics and provide learning and group discussion opportunities.

## 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 AND COST

- Completed **applications are due May 30, 2024**, and can be emailed along with your resume, any supporting information, and a headshot to our program leaders: Jaime Clark at [jaimec@smallgiantsonline.com](mailto:jaimec@smallgiantsonline.com) and Kimberly Wybenga at [kwybenga@markyoungconstruction.com](mailto:kwybenga@markyoungconstruction.com).

- Protégés will be required to **pay a \$350 program participation fee**, and mentors will be asked to **pay a \$150 program participation fee by May 31, 2024**, if your application is accepted.

## THE SCHEDULE

Please note the following schedule. Applicants must commit to attending the following One2One meeting dates shown below.

Date	Time	Event	Notes
May 9, 2024	5pm	Applications Due	Emailed to Jaime and Kimberly
May 31, 2024	5pm	Fees Due	Payable to SMPS Colorado
June 13, 2024	4-6pm	Meet and Greet Happy Hour	Mentors/proteges to meet and select top three pairing requests
July 11, 2024	5pm	Pairings Selected	Emailed to Participants
September 12, 2024	8:30-10:30a	Strengths Finders, Jaime Clark	Books/Quizzes will be distributed prior to this session
October 10, 2024	8:30-10:30a	Rise by Lifting Others Up, Josh Miles	Session will echo this year's theme
November 14, 2024	8:30-10:30a	Networking for Introverts, Greg Roche	Learn more: <a href="https://www.gregsroche.com/speaking">https://www.gregsroche.com/speaking</a>
December 12, 2024	8:30-10:30a	Appreciation, Jennifer Van Vleet	'Tis the season for this month's session theme
January 9, 2025	8:30-10:30a	Four Tendencies, Dana Williams	Books/Quizzes distributed prior to this session
February 13, 2025	8:30-10:30a	Passion, Susie Lanners	A session focused on our theme word: Passion
March 13, 2025	8:30-10:30a	Schedule Management, Kimberly Wybenga	Feeling overwhelmed? Avoid burnout and achieve organization
April 10, 2025	8:30-10:30a	Yoga/Preventing Burnout, Rebecca Tolbert	Dress comfortably for this session.
May 8, 2025	4-6pm	Farewell Celebration with SMPS Board	We'll celebrate together!

\*Sessions will be hosted by companies in the local Denver area.

## ADVICE FOR PROTÉGÉS

Potential protégés must consider their readiness, availability, and commitment 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 and 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. Instead, 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 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 commit to your professional development. Therefore, kindly respect the commitment of time and effort that they have created for you. Bring a copy of your program application form to your initial meeting. Be prepared to discuss goals for the relationship that are beneficial for both parties and how you both can maintain realistic and achievable expectations.

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 session prepared with written questions or objectives and the mentor's openness and willingness to accept guidance and constructive insights. 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 any professional who can share personal insights and provide guidance and support to help establish and reach the protégé's professional goals. The mentor can often serve as a 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 regarding 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 essential 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, the mentor, as the more seasoned professional, 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 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.