

## PROGRAM BRIEF

The SMPS Triangle Mentorship Program is an embodiment of our commitment to our members' personal growth and professional development. Whether you have the knowledge to teach, or are looking to learn, there is something in the program for everyone. Professionals at all stages of their career should consider participating – either as a mentee or mentor. No matter where you are in your career, by participating in this mentorship program, you can gain career insight and build relationships with fellow industry professionals.

## ELIGIBILITY

**MENTEE:** An SMPS member currently in a position at an AEC firm with 1-4 years of professional experience.

*\*If you have less than one-year of experience, please contact [mentorship@smpstriangle.org](mailto:mentorship@smpstriangle.org) for consideration\**

**MENTOR:** An SMPS member who is a mid- to senior-level marketing or business development professional at an AEC firm.

## HOW THE PROGRAM WORKS

**APPLICATIONS:** All perspective participants must complete the application and return no later than September 1, 2020 to [mentorship@smpstriangle.org](mailto:mentorship@smpstriangle.org).

**PAIRING:** The Mentorship Chair will review the applications and match mentor/mentee pairs based upon their background and career tracks. Following the matching process, applicants will receive notice of acceptance into the program the week of September 21, and with whom they have been matched.

**MENTORSHIP PROGRAM:** All participants will meet for the Program Kick-off and Orientation Session on October 15 from 3-5 pm. After participants are identified, we will ask what method of meeting is preferred – either in-person (and appropriately socially distanced) or virtual.

**COMMITMENT:** To ensure that mentees and mentors get the most out of their mentorship program experience, mentees must meet the following minimum requirements to graduate from the program at the end of the 2020-2021 SMPS Year:

- Though monthly meetings are strongly encouraged to get the most out of the program, the mentor and mentee must meet one-on-one at least four times, in person or virtually, during the Program year (October-June). This is in addition to the kick-off meeting, mid-year review, and two (2) check in events.
- The mentee must attend at least four (4) SMPS monthly programs during the year. This includes regular programs and Coordinator's Clubs, but DOES NOT include site tours or socials.
- Preparation of discussion topics for in-person meetings. These topics can be developed together by the mentee and mentor collectively; however, the mentee should not depend on the mentor to plan the agenda for the meetings.

***If you have any questions, please email the Mentorship Chair, Jenn Yaga at [mentorship@smpstriangle.org](mailto:mentorship@smpstriangle.org).***

## SCHEDULE

Please be aware that as of right now, we plan to keep these dates, but, depending on the status of COVID-19 and government regulations at the time, as well as the comfort of participants, we will decide a few weeks prior to each event whether it will be held in-person or virtually. Ideally, it is best to meet face-to-face, but we want to keep all members safe.

**October 2019 – June 2020:** Mentee/mentor pairs to meet a minimum of four times (recommended once a month) in-person or virtually.

**October 15, 2020:** Kick-off and orientation session. Will be held virtually.

**January 27, 2021:** First check-in social.

**March 24, 2021:** Mid-Year Review.

**May 5, 2021:** Final check-in social.

**June 2020:** Graduation at SMPS Year End Social - Mentee/mentor pairs will be recognized for their program completion achievement.

**NOTE:** *Although the mentoring committee will make every effort to pair mentees and mentors with their most qualified match, there is always potential for an adverse relationship or pairing. If a mentee or mentor is not satisfied with the progression of their relationship, they should email Jenn Yaga at [mentorship@smpstriangle.org](mailto:mentorship@smpstriangle.org) to discuss.*

## MENTOR APPLICATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

SMPS Member No.: \_\_\_\_\_

Years in AEC Industry: \_\_\_\_\_

Check in which disciplines you have been employed:

Architecture

Engineering

Construction

Other \_\_\_\_\_

Have you participated in the program in previous years? If yes, please include when and who you were paired with.

Professional Summary. Please include work history, educational background, special skills, interests, and any other biographical information that could be helpful during the review process.

What are your current job responsibilities?

What three personal/professional growth benefits do you hope to impart to a Mentee?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What areas of industry expertise would you like to share with a Mentee? (check all that apply)

Development of Marketing Materials

Website Development

Proposal Production

Networking

Database Management

Graphic Design

Business Development

Writing/Editorial

Public Relations

Research

Presentations

Other:

What types of personal and professional qualities would you prefer in a Mentee?

Check all positions that you have held in the industry during your career.

Chief Marketing Officer

Client/Sales/Account Manager

Business Development Manager/Director

Communications Director/Specialist

Marketing Manager/Director/Specialist

Marketing Research Specialist

Proposal Manager

Graphics Specialist

Marketing Assistant/Coordinator

Marketing Consultant to AEC firms

Principal/Vice President/President/Sr. Management

Other: