



SITE Texas Mentor Program Guide

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The SITE Texas Mentor Program is designed to create and foster new and unique relationships and support for the Texas chapter of SITE.

Goals of the Mentor Program

Leadership - Identify and develop emerging leaders.

Diversity - Promote diversity through openness and inclusion to all.

Career - Career development through offering guidance.

Skill enhancement - Skill development through offering guidance focusing on strengths, interests and natural gifts.

Chapter satisfaction - Improving chapter satisfaction through creating avenues for new relationships.

Retention - Increase chapter member retention through the offering of a variety of programs.

REQUIREMENTS

Mentee Requirements

- Member in good standing of SITE Texas Chapter.
- Willingness to make time for meetings with mentor.
- Willingness to accept guidance in a kind and professional manner.
- Complete SITE Texas Mentee Profile Form online.
- Be accepted into the program. Application does not mean automatic acceptance.

Mentor Requirements

- Member of SITE Texas Chapter.
- Willingness to make time for meetings with mentee.
- Willingness to provide guidance in a kind and professional manner for the mentee.
- At least five years supervisory experience in the meeting, event, and/or travel industry environment.
- Complete SITE Texas Mentor application.
- Be accepted into the program. Application does not mean automatic acceptance.

Both parties should:

Always demonstrate professional integrity.

Be punctual and professional for all meetings.

Respect each other's time.

Be open to learning from each other!

Additional Benefits

- Exposure to new ideas, perspectives, learning experiences, and resources.
- Networking opportunities.
- The gratification of sharing knowledge.
- Directly contribute to future chapter leaders.
- Improvement of leadership and coaching skills.
- For mentees, guidance to different perspectives.

Mentoring is first and foremost about relationships. A mentor guides in the career arena, but other areas as well.

Career functions are those aspects of the mentoring relationship that enhance the professional development of the mentee. They serve to develop the knowledge and job-skills needed to further a career.

Career Roles: Advisor, coach, teacher.

Psychosocial functions are those aspects of the mentoring relationship that enhance the personal development of the mentee. They serve to create a sense of identity and build a strong sense of self-worth.

Psychosocial Roles: Counselor, motivator, role model.

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### **GETTING STARTED – In the beginning...**

Once you are paired, the program director will make an introduction between the mentor and mentee. Then, the pair can set up their first meeting at a mutually agreed time.

At the initial meeting between the pair, we suggest that the following are discussed and agreed upon.

First meeting suggested tips and agenda:

- Dress professionally.
- Bring business cards.
- Plan on a full hour.
- Pick a convenient and relaxed location quiet enough to have a nice conversation and without interruptions. Coffee shops can be great but also loud and distracting.
- Share professional backgrounds.
- Share what each person hopes to get out of the program.
- Share what each person believes they are able contribute to the relationship.
- Set SMART goals (see below).
- Plan next meeting date, time, location.

### **Set mutually agreed upon SMART goals**

SMART goal setting not only helps to define your goal, but serves as a roadmap to move forward.

- **Specific:** A goal that focuses on a specific objective.
- **Measurable:** The way to quantify the progress toward your goal.
- **Attainable:** The goal is realistically achievable.
- **Relevant:** This goal reflects the values of your life.
- **Time:** This is the amount of time it will take to achieve your goal and should include the steps to your goal. IE...a timeline.

### **Suggested Activities to Share:**

- Plan activities to enhance your goals.
- Plan a meeting each month.
- Attend industry events together.
- Attend Mentor Program events by this chapter!
- Maybe visit the mentor's place of business location or meeting/event they are working on.
- Develop a shadowing opportunity for mentee to shadow mentor on a project for several hours.
- Create opportunities where both the mentee and mentor can make new connections through the relationship.

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Important Note - In applying to the SITE Texas Mentor Program, you agree to allow SITE Texas or SITE Global to use your name and/or photo in promotion or marketing efforts for the SITE Texas Mentor Program.

Please direct any questions to info@sitetexas.org.