



# EMERGING LEADERS OF TAMPA BAY

THE GREATER TAMPA CHAMBER OF COMMERCE

## Welcome to the Emerge Leaders of Tampa Bay's 2019 Protégé Program!

We are thrilled to welcome you to our 2019 Mentor-Protégé Program. Take a moment to review the following documents. You should refer to these assignments as a guide to facilitate conversation and discussion between protégé and mentor on a variety of subject matters.

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A pillar of Emerging Leaders of Tampa Bay is the “Mentor-Protégé Program.” This exclusive mentoring program aims to develop long-term mutually beneficial relationships between experienced business leaders and motivated emerging professionals. Protégés will graduate from the program with an action plan for their personal success.

The Mentor-Protégé Program is a commitment. Participants will be held to the highest standards of professionalism to ensure that the integrity and quality of our program is maintained.

### **Expectations of Protégés and Mentors:**

- Attend Protégé Kick-off (February 25, 2019)
- Meet with your mentor/protégé at least once a month for the duration of the program
- **It is the Protégé's responsibility to reach out to the Mentor to set up these meetings**
- Respect the confidential nature of conversations with your mentor/protégé
- Be flexible, open and honest
- Complete all assignments
- Attend “Graduation” at our Emerging Leaders of Tampa Bay Annual Meeting (Nov.)
- Complete exit survey that will help improve our future program classes



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**Protégé Program Outline**

<b><u>Meeting</u></b>	<b><u>Focus</u></b>
<b>Assignment # 1</b>	Goals and Expectations
<b>Assignment # 2</b>	Leadership and SWOT
<b>Assignment # 3</b>	Career Development
<b>Assignment # 4</b>	Networking
<b>Assignment # 5</b>	Community Involvement
<b>Assignment # 6</b>	Staying Relevant
<b>Assignment # 7</b>	Negotiations and Leveraging Yourself
<b>Assignment # 8</b>	5-Year Strategic Plan

Please note - these assignments are to help facilitate discussion between mentors and protégés. Feel free to discuss additional topics affecting you personally that you may want to develop. Some examples are:

- Personal Branding
- Time Management
- Conflict Resolution
- Communication Skills
- Innovation/Creativity
- Public Speaking
- Marketing
- Social Media
- Higher Education
- Situational Leadership



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## Goals and Agenda

### Goals:

- To develop long-term mutually beneficial relationships between experienced business leaders and motivated emerging professionals.
- Protégés will graduate from the Program with a strategic plan for their personal success.

### Protégé Portfolio:

As each protégé progresses through the program, they will develop a portfolio of personal assignments that will serve as a guide to their program experience and personal growth. The portfolio will be an essential tool to provoke internal assessment and insightful discussion within the mentor pairing. The written aspect will encourage productive reflection and provide each protégé with a reference for the lessons learned and conversations had with their mentors after the program concludes. Protégés will be asked to complete assignments for review and discussion with their mentor during their regular meetings and will be prompted each month with the tasks to be completed.

The assignments are only for the benefit of the participant and will not be evaluated by anyone else. As a result, you are accountable only to yourself and your mentor. We recommend that you email your assignments to your mentor several days before your meeting, so they have ample time to review and prepare. A hard copy should also be brought to your meeting.

### Program Schedule:

There will be four quarterly events that we encourage mentors and protégés to attend:

<b>Month:</b>	<b>Event:</b>
February	Attend Mentor Protégé Kickoff
June	Mid-Year Check-In Event
July	Mentor Protégé Volunteer Event
November	ELTB Annual Meeting and Exit Survey

**\* Mentors and Protégés are encouraged to attend community and Chamber events together periodically throughout the year. Click [here](#) to view upcoming Chamber events.**



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### Assignment # 1 Goals and Expectations -

#### 1. Program Goals & Expectations:

The most important first step to the success of your relationship will be to define what you are trying to gain from the time you spend together. Spend time discussing and exchanging personal and professional backgrounds. Create a **written plan** that clearly identifies goals and expectations that the protégé can follow for the duration of the program. The written plan should do the following:

- A. State your specific goals over the 8 month program;
- B. Discuss why you chose to be in a mentoring relationship;
- C. Identify specific area(s) that you want to improve in;
- D. Outline your timeline for completing assignments over the course of the program;
- E. Identify individuals and/or groups that may be influential;
- F. Determine the best forms of communication between mentor and protégé;
- G. Recommend meeting times/dates/locations and frequency of contact; and
- H. Discuss any limits or boundaries that need to be respected by mentor and protégé and address any confidentiality issues.

#### 2. Suggestions for Meetings:

- Have coffee, breakfast, lunch, drinks and/or dinner
- Shadow your mentor or ask your mentor to shadow you
- Have lunch with your mentor and your supervisor
- Have dinner with your mentor and invite significant others
- Attend a networking event or mixer together
- Join your mentor at a board meeting
- Volunteer together
- Visit each other's offices

#### 3. Suggested Areas for Improvement:

- Leadership Characteristics
- Develop Personal Leadership Style
- Business Ethics and Culture
- Work / Life Balance
- Developing Teamwork
- Public Speaking Skills
- Creativity and Innovation
- Effective Time Management
- Volunteering Opportunities
- Networking Skills
- Career Development & Advancement
- Personal Accountability
- Negotiation Skills
- Conflict Management
- Personal Branding
- Community Involvement



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### 4. Personality Assessment:

Personality assessments are a common tool used in personal development to better understand an individual's character and psychological preference. Protégés should take the test in order to provide the mentor guidance on what your personality type is. This is also homework for assignment #2. **MENTORS ARE ENCOURAGED TO TAKE THIS TEST AS WELL, WHETHER IT IS AN UPDATE, OR FOR THE FIRST TIME** so that they can discuss the topics and their findings with contextual relevance to the Protégé.

Steps:

1. Take the 41-question personality assessment at: <http://www.41q.com/>
2. Save or email the results to yourself
3. Go to the webpage: <http://www.ipersonic.com/personality-types.html>
4. Use the personality type you were given from [www.41q.com](http://www.41q.com) (such as “determined realist”) and click on the corresponding link
5. Read through your personality type profile. Save or email the information to yourself
6. Be sure to bring hard copies of both and discuss the results with your mentor/protégé during the next meeting

Discuss the results during your first one on one meeting. Go through the different characteristics and share them with your mentor and discuss understanding your different personality traits, and if you agree or disagree with them.



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\*Optional form used as basis for assignment #1 outline\*

Protégé goals:

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\*Try to create **SMART** goals. Goals should be **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**imely.

Identified areas of improvement (***may be easier to complete this part first***):

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Timeline for improvement:

Month 1:

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Month 2:

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Month 3:

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Month 4:

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Month 5:

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Month 6:

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Month 7:

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Month 8:

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Preferred method of communication: Email / Phone / Meetings Any

Preferred dates/times/locations for meetings:

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