



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

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

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:

Month:	Event:
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.**

Assignment # 6

Staying Relevant

1. Discussing importance of staying relevant with current news.

Discuss the importance of staying up to date with current events, and understanding local, national, and international news. Several recommended points of discussion include the following:

- Do you take the time to keep yourself up to date with news?
- What type of news are you following (trade associations, national news, social media, sports news, local news)?
- How do you receive your news (social media, online, print, televised)?
- What news is relevant to you either personally or professionally?
- Do you use news as a technique when meeting with clients, coworkers, or when networking?
- What are some different ways we can stay up to date and relevant with news?

In many aspects of our jobs, we are interacting with other people and often discussing things that do not pertain to business activities.

2. Staying relevant.

If you are not already doing so, consider purchasing a subscription to a news journal or a trade magazine subscription (examples: The Tampa Bay Business Journal, The Wall Street Journal, The Tampa Bay Times). Over the course of the next month incorporate current events or relevant news when meeting with clients, prospects, or when networking.

For business development-oriented people, the news can often be the life blood for finding potential clients or prospects. Those that are not in a business development role can still utilize current news as discussion points when meeting with new people or with people that could be impacted by the news.