



# 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 COMPLETED</b>	Goals and Expectations
<b>Assignment# 2 COMPLETED</b>	Leadership and SWOT
<b>Assignment# 3 COMPLETED</b>	Career Development
<b>Assignment# 4 COMPLETED</b>	Networking
<b>Assignment# 5 COMPLETED</b>	Community Involvement
<b>Assignment# 6 COMPLETED</b>	Staying Relevant
<b>Assignment# 7 COMPLETED</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

## 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 # 8**  
**Five Year Strategic Plan**

Look back on Assignment #1 and review the SMART goals for the program. Discuss the results and if the goals were realistic. What could have been done differently to achieve better results? Are there other goals you should have included?

The assignments have asked you to look at different aspects of professional development. Consider some of these assignments and your personal vision for the future (Assignment #3) to create a strategic plan for the next five years.

List some of the aspects of your life that are important: (Examples: career, education, personal growth, and community involvement)

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\*Try to limit the aspects to a few very important points with one or two ancillary points (ideally less than 5 aspects). Rank the goals by importance.

On the next page you will create SMART goals for each aspect over the course of 5 years, not every goal is going to take 5 years to complete. For example: completing an MBA may not take 5 years, but it could be an important aspect of your 5 Year Strategic Plan.

On the following page you will transfer each goal onto the table and break down goals by time benchmarks of 6 months, 1 year, 3 years, and 5 years. Use this chart as your Five Year Strategic Plan with measurable goals along the way. When necessary, re-evaluate the plan and look towards adding or removing different aspects as parts of your life change.



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For each aspect create a SMART Goal for 6 months, Year 1, Year 3, and Year 5.

1.

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I. 6 Months –

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II. 1 Year –

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III. 3 Years –

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IV. 5 Years –

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2.

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I. 6 Months –

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II. 1 Year –

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III. 3 Years –

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IV. 5 Years –

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3.

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I. 6 Months –

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II. 1 Year –

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III. 3 Years –

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IV. 5 Years –

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4.

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I. 6 Months –

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II. 1 Year –

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III. 3 Years –

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IV. 5 Years –

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5.

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I. 6 Months –

---

II. 1 Year –

---

III. 3 Years –

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IV. 5 Years –

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Transfer those goals into the time table below, following the rankings from the previous page:

<b>Aspects:</b>		<b>Date Started:</b> _____
1.	_____	
2.	_____	
3.	_____	
4.	_____	
5.	_____	
<b>6 Months:</b>	1.	_____
<b>Date Completed:</b>	2.	_____
_____	3.	_____
	4.	_____
	5.	_____
<b>1 Year:</b>	1.	_____
<b>Date Completed:</b>	2.	_____
_____	3.	_____
	4.	_____
	5.	_____
<b>3 Years:</b>	1.	_____
<b>Date Completed:</b>	2.	_____
_____	3.	_____
	4.	_____
	5.	_____
<b>5 Years:</b>	1.	_____
<b>Date Completed:</b>	2.	_____
_____	3.	_____
	4.	_____
	5.	_____

**Follow your Strategic Plan, post this in a visible area and remind yourself that every day is an opportunity to work towards completing one of your goals.**