



RISE Winner
Dallas Fort Worth Chapter
Mentor Café and Mentee/Mentor Program
Educational Program

Dallas Fort Worth Chapter Mentor Café and Mentee/Mentor Program

Objective:

Café: To provide a casual opportunity for members to network and discuss industry-related topics and best practices. The idea is to provide on an on-going, regular basis where members are gathering, to facilitate natural mentee/mentor relationships.

Mentee/Mentor Program: To provide a structured goal-orientated opportunity for a Mentee to be paired with a seasoned Mentor.

Mentoring is about the relationship, not a process.

Why: The Mentor Café provides a non-structured sharing of knowledge in general topics and issues of the industry, in an atmosphere of getting to know a group of fellow members while developing connections of benefit to both those seeking knowledge and the seasoned professionals. The natural next step of entering in to the structured Mentee/Mentor agreement is facilitated by the participants having a basic knowledge of each other and the benefits each can bring to the program.

When: The DFW chapter found it beneficial to host a Mentor Café immediately preceding a chapter educational luncheon. Members were invited to attend the informational session which was held for 30 minutes just prior to the networking portion of the day's schedule. There is no limit on how many sessions can be attended. Repeated attendance is encouraged.

What:

Mentor Café:

Several formats are successful:

Table topics with a subject expert at each. Attendees rotate/visit with expert(s) in areas of their interest. Examples can be Hotels, CVBs, Corporate Planning, etc.)

Topic led by chapter leader based on educational session to enhance the luncheon speaker's session

Roundtable Q&A. Each attendee provided opportunity to bring a question or issue to the group for discussion and potential solution

Speaker (separate from luncheon) on a topic of interest (resume writing, develop network skills, etc.)

Mentee/Mentor Program:

Each individual (Mentee and Mentor) completes an interest form

If a connection has been identified, a specific pairing can be requested, or the program chair(s) can facilitate a pairing based on answers provided. (sample form included)

Mentee/Mentor together complete a goal and timeline document, and each signs indicating their commitment to the program, turning it in to Program Chair(s) (sample form included)

Also included is a goal and objectives developing guide and tips for a successful relationship

Program chair(s) conduct periodic "check-ins" to see if goals are being met and if further assistance can be provided

Mentor of the Year Award (to be expanded to Mentor/Mentee of the Year)

Towards the end of the chapter's fiscal term, if a Mentor/Mentee have participated in the program for a minimum of 6 months during the term, a document can be submitted giving details of the connection. Based on goals accomplished, how they were accomplished, and the success of the relationship, a Mentor of the Year Award can be presented at the Chapter's Annual Awards program. (sample applicant and awards committee scoring sheet included)

Mentor Café and Mentee/Mentor Program

Sample Forms Appendix

- A. Mentee-Mentor Goals and Guide Document
- B. Mentee Profile Application Form
- C. Mentor Profile Application Form
- D. Mentor of the Year Award Description of qualifications
- E. Mentor of the Year Submission form (completed by eligible Mentor)
- F. Mentor of the Year Judge's Scoring Sheet

[Click here for the full guide and forms.](#)



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Mentor Café and Mentee/Mentor Program

MPI D/FW Mentor Program in Honor of Fred H. Knieberg Mentee/Mentor Guidebook and Goals

The MPI D/FW Mentor Program is designed on an individual basis where the Mentee and Mentor set their own goals and timeline. Mentees are paired for a time period of their own discretion with an industry professional. The amount of time spent and type of development activities pursued are flexible and dependent on the needs and schedules of both the mentee and mentor as mutually agreed upon.

REQUIREMENTS:

Mentee Requirements

- Member of MPI D/FW Chapter
- Willingness to provide time and accept guidance
- Complete MPI D/FW Mentee Profile Form online

Mentor Requirements

- One year supervisory experience in the travel industry environment
- Willingness to provide time and guidance for a Mentee
- Complete MPI D/FW Mentor Profile Form online

BENEFITS:

Mentoring is primarily a relationship, not a process. At the heart of mentoring is the ability to create in another person an insight that causes the individual to view the world in a different way.

Benefits to the Mentee

- Real-world insight
- Exposure to new ideas, perspectives, learning experiences, and resources
- Networking opportunities

Benefits to the Mentor

- The gratification of passing on a legacy to another generation
- Exposure to new ideas and perspectives
- Improvement of leadership and coaching skills

Mentor Café and Mentee/Mentor Program

Mentoring is first and foremost about human relationships. A mentor, in essence, serves two primary functions: career functions and psychosocial functions.

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 in management.

Career Roles:

- Teacher
- Coach
- Advisor

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:

- Guide
- Role Model
- Counselor
- Motivator

GETTING STARTED:

First Meeting – Plan This First Impression Well:

- Pick a convenient a relaxed atmosphere location quiet enough to talk and without interruptions
- Someone from the MPI D/FW Mentor Committee will facilitate the introduction in advance or onsite
- Dress in business attire
- Bring business cards
- Plan on one full hour, it may take less time but you do not want to be rushed

Suggested Discussion Items:

- Share personal backgrounds, look for similar experiences.
- Share professional backgrounds
- Share what each person hopes to get out of the Mentor/Mentee relationship
- Share what each person can contribute to the relationship
- Mentee is responsible for moving the relationship forward, Mentor needs to agree to be open to calls, emails and face-to-face connections with Mentee
- Where do you see yourself in 3 years, in 5 years?

Set mutually agreed upon SMART goals:

SMART goal setting not only helps to define your goal, it helps you to focus on each individual step so that you can drive forward without the immensity of staring at the end goal without a roadmap.

Mentor Café and Mentee/Mentor Program

Specific: A goal that zeros in to a specific objective.

Measurable: The way to quantify the progress toward your goal.

Attainable: This goal is achievable by yourselves and doesn't depend on anyone else.

Relevant: This goal reflects the values of your life.

Time: This is the amount of time it will take to achieve your goal – create a timeline.

Suggested Activities to Share:

Plan activities to enhance your goals.

Plan a regular meeting each time of the month, or whatever your timeline determines

Attend industry events, education, etc. together and learn on location

Emphasize the importance and value of networking

Attend Mentor/Mentee Pairs functions developed by the MPI D/FW Mentor committee – you can exchange notes on successes and failures

Have an online/email/phone relationship where the Mentee feels comfortable sending messages or calling

Visit to Mentor's business location or meeting/event they are working on.

Develop a shadowing opportunity for Mentee to follow Mentor for 3-4 hours.

Setup meetings where Mentee and meet other managers, colleagues or partners to widen their contacts.

Work at Creating a Successful Mentor/Mentee Pairing:

Develop a mutual respect for each other

Demonstrate professional integrity

Plan meaningful learning experiences and interactions

Expand Mentee's circle of connections

Be on time and professional for all connections, keep times reasonable for both parties

Make all attempts to not cancel scheduled meetings/activities

Both Mentee and Mentor should be learning from each other

Follow through on your commitments to each other

Support the goals and structure of the program you have created

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Mentee/Mentor Guidebook and Goals Form

(Please complete and send a copy to your MPI D/FW Mentor Committee Contact)

(please complete and we will find a good match for you with a Mentee)

Member Type (Planner / Supplier / Student):	
Name, Designations:	Title:
Company:	Phone:
Email:	Cell:
# years in the industry:	# years with MPI:
Work Address, City, State, Zip:	
Home Address, City, State, Zip:	

Basic Professional Background (Brief):

What do you hope to gain from this program? (For example: Increased knowledge about the chapter, exposure to a senior member of your specific career specialty, insight to an industry specialty other than your own)

MPI D/FW Chapter Committee(s) you have chaired, served on currently or in the past:

List other industry organizations you currently belong to or have belonged to in the past:

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Mentee/Mentor Guidebook and Goals Form

(Please complete and send a copy to your MPI D/FW Mentor Committee Contact)

My ideal mentor(s): *Do you have any preferences if you could hand pick your mentor – background, experience, personality qualities, member type, areas of expertise?*

List some of your key personality traits (outgoing, reserved, family orientated, fearless, cautious, type A, etc.)

Do you have any time or geographic constraints that need to be taken into consideration when pairing you?

(For example: only available for calls or meetings nights, weekend, or during working hours)

Please complete this form and return it to:

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(Please complete and send a copy to your MPI D/FW Mentor Committee Contact)

(please complete and we will find a good match for you with a Mentee)

Member Type: <input type="checkbox"/> Corporate Planner <input type="checkbox"/> Association Planner <input type="checkbox"/> Government Planner <input type="checkbox"/> Independent Planner <input type="checkbox"/> Supplier: _____ <input type="checkbox"/> Other: _____	
Name, Designations:	Title:
Company:	Phone:
Email:	Cell:
# years in the industry:	# years with MPI:
Work Address, City, State, Zip:	
Home Address, City, State, Zip:	

Basic Professional Background (Brief):

MPI D/FW Chapter Committee(s) you have chaired, served on currently or in the past:

List other industry organizations you currently belong to or have belonged to in the past:

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List your areas of industry expertise (contracts, negotiations, communications, selling, networking, etc.):

List your professional strengths (time management, team building, multi-tasking, adaptability, strategic, etc.):

List some of your key personality traits (outgoing, reserved, family orientated, fearless, cautious, type A, etc.)

Do you have any time or geographic constraints that need to be taken into consideration when pairing you?

(For example: only available for calls or meetings nights, weekend, or during working hours)

Please complete this form and return it to:

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(Please complete and send a copy to your MPI D/FW Mentor Committee Contact)

D. Mentor of the Year Award Description of qualifications

Fred H. Knieberg Mentor of the Year Award: Presented to a D/FW Chapter member who displays the unique ability to lead, guide and teach others with enthusiasm and who has made a significant contribution in guiding a DFW chapter member(s) professionally. Nominations for this award are limited to those Chapter leaders who have participated in the D/FW Chapter Mentor Program for a minimum of 6 months during the year (between May 1 and April 30 of each year). This information should be obtained from the Mentor Program Chair(s) and only those names of eligible candidates should be published as eligible nominees. In any year that there are no Mentor/Mentee relationships that would allow a mentor to qualify, no award should be given.

Mentor Café and Mentee/Mentor Program

Award Submission Fred H. Knieberg Mentor of the Year

This award is presented to a chapter member who displays the unique ability to lead, guide and teach others with enthusiasm and has made a significant contribution in guiding a DFW chapter member professionally.

Mentor	Phone	Email
Mentee	Phone	Email
Month formal Mentor/Mentee Relationship forms completed and signed		
Where SMART goals developed? If so, how many?		
Were the goals achieved? In what way?		
Was a timeline for accomplishing goals developed?		
Was the timeline met? How or why not.		
How many times did Mentor meet with Mentee? (either face to face, phone call, and/or emails)		

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Please provide any other information regarding the mentor nominee that you feel would help the nominating committee in making their decision	
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I verify the nominated mentor is a member in good standing of the MPI D/FW chapter and that the attached information is correct to the best of my knowledge.

Signature

Date

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F. Mentor of the Year Judge's Scoring Sheet

Fred H. Knieberg Mentor of the Year Judge's Scoring Sheet

MENTOR OF THE YEAR NOMINEE NAME:

NOTE: Nominee must be part of the MPI D/FW Chapter Mentor Program

			Points
1	Number of months Mentor/Mentee Relationship in effect (1 point per month)	Max 12 Pts	
2	Were SMART goals established and clearly defined?	Max 10 Pts	
3	Were all goals achieved?	Max 10 Pts	
4	Was a timeline for accomplishing goals developed?	Max 5 Pts	
5	Was the timeline met?	Max 5 Pts	
6	How many times did the Mentor meet with Mentee? 1 point per meeting (face to face, phone call and/or email)	Max 15 Pts	
7	Judge's Discretionary Points based on additional narrative information provided by mentee/nomination submitter.	Max 5 Pts	
SCORE		TOTAL POINTS	

Judge's Printed Name

Judge's Signature
