2019-2020 Leader Development Program

Mentor Application Instructions
Deadline: April 5, 2019

Objectives

The SAME Leader Development Program (LDP) is recruiting professionals from the SAME membership interested in serving as a mentor to a participant of the 2019-2020 inaugural LDP class.

Throughout the one-year program, the mentor will provide individual professional guidance and support to an LDP participant to advance their leadership skills to address the nation’s grand challenges. In terms of measurable objectives, the program seeks to help the participants of the SAME LDP Class of 2019-2020 with:

- Focus on personal career growth, leadership, and aspirations
- Commitment of monthly meetings (12-month duration)
- Development of connections among smaller group of leaders in diverse roles at SAME events or local opportunities
- Development of leadership skills

Program Overview

The program is a yearlong commitment beginning at the SAME Joint Education and Training Conference (JETC) 2019 to be held in Tampa, FL. The graduation for participants will be held at JETC 2020 in Washington D.C. The one-year program is broken into three themes:

1. Know Yourself
2. Know Your Team
3. Know Your Future

The program will kick-off the year with an in-person classroom session at JETC 2019 facilitated by a professional experienced in the science of personality strength assessment and leadership coaching. The goal of the classroom session is to identify how each candidate’s perception of the world around them informs their decision-making, and ultimately defines their values and beliefs. The face-to-face at JETC 2019 will set the foundation for the rest of the year.

The inaugural class consists of 18 participants, 1 from each SAME region plus 1 representing the international committee.
The Leader Development Program is designed and implemented in accordance with ISO 9000:2015 Quality Management Principles.

**Program Objectives**

- Support the development of the next generation of world class military, government, civilian, and industry leaders for the Society and our Nation.
- Understand individual strengths and how to apply these strengths to achieve success.
- Understand team concepts including roles, responsibilities, accountability, and groups.
- Develop leadership skills through training, assignments, a service project, and other opportunities.
- Foster engineering leadership for the Nation!

**Mentor Eligibility**

Application are due date: **April 5, 2019**

Candidates will be selected by April 12, 2019. Mentors will get background information on their LDP participant once selected so they can initiate contact.

The program task force matches SAME members to serve as mentors with the participants of the Leadership Development Program. Ideal mentor candidates must:

- Be an SAME member
- Have 10+ years of professional experience
- Be excited and passionate about growing leaders within SAME
- Be willing to commit to 3-5 hours a month in support of the mentee (includes phone calls, emails, and face-to-face meetings)

Attendance at JETC is preferred so that you can help your participant navigate the conference.

Mentor/participant pairs will be determined based on compatibility regarding the mentor’s:

1. Profession (engineer with engineer, architect with an architect, etc.)
2. Skills (how do they line up with skills the LDP participant needs to develop, what’s the mentor’s role in the company).
3. Geography (ability to meet face-to-face is preferred but required)

**Submission**

The application form, and any questions regarding the program, should be submitted to:
Eddie Gonzalez, LDP Program Manager, at egonzalez@same.org.
Curriculum Topics

The LDP will cover the following monthly topics. Mentors can reinforce these through their monthly interactions. Further guidance will be provided once selected.

<table>
<thead>
<tr>
<th>Date(s)*</th>
<th>Session</th>
<th>Module</th>
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<tbody>
<tr>
<td>Monday, May 6, 2019</td>
<td>Know Your Self – Ice Breaker</td>
<td>Self</td>
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<tr>
<td>Tuesday May 7, 2019</td>
<td>Know Your Self – Classroom Session</td>
<td>Self</td>
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<tr>
<td>June 2019</td>
<td>Team Performance</td>
<td>Team</td>
</tr>
<tr>
<td>July 2019</td>
<td>Leading Global Teams</td>
<td>Team</td>
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<tr>
<td>August 2019</td>
<td>Business Acumen/Financial</td>
<td>Team</td>
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<tr>
<td>September 2019</td>
<td>Personal Vision/Goal Setting</td>
<td>Future</td>
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<td>October 2019</td>
<td>Milestone Planning/Time Management</td>
<td>Future</td>
</tr>
<tr>
<td>November 2019</td>
<td>Career Transition</td>
<td>Future</td>
</tr>
<tr>
<td>December 2019</td>
<td>No Formal Session – Holiday Break</td>
<td></td>
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<tr>
<td>January 2020</td>
<td>Service Project Intro and Overview</td>
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<tr>
<td>February 2020</td>
<td>Leadership Challenges - Lessons Learned - #1</td>
<td>Future</td>
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<tr>
<td>March 2020</td>
<td>Leadership Challenges - Lessons Learned - #2</td>
<td>Future</td>
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<tr>
<td>April 2020</td>
<td>Project Updates and Progress</td>
<td></td>
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<tr>
<td>May 27-28, 2020</td>
<td>JETC 2020 - Leadership Track Sessions &amp; Graduation</td>
<td>Self</td>
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Roles and Responsibilities

LDP Participants – Take the lead and make a firm commitment, clearly state objectives to mentor. Commit to the meetings and if possible look for ways to meet face to face. LDP participants should always:

- Be clear, honest and complete in expressing their needs and concerns.
- Be proactive in setting up meetings and setting up an agenda.
- Actively work toward your goals, assist with developing a trusting relationship, and take responsibility for professional decisions.
- Respect time and insight of others and maintains confidentiality in interactions.
- Be an active listener

Mentors – A Mentor is an experienced professional who can provide guidance to the LDP Participant in their path to leadership. They should:

1. Be a resource for the LDP participant and answer questions and guide the LDP participant in their professional development.
2. Commit to meeting at a time that is agreed on with the LDP participant every 6-8 weeks, and if possible, arrange an in-person meeting.
3. Listen to concerns and needs, identify gaps in skills or experience, provide support and guidance confidentiality, share knowledge about developing a career path, suggests
ways to respond to difficult situations, encourages, inspires, and assists in developing goals and action plans and helps to open the LDP participant’s mind to other opportunities. **A mentor is a promoter, advisor, counselor and coach who is committed to the LDP participant’s professional and personal development.**

**Program Set Up and Customization**

Once the match has been made the Mentor and LDP Participant will receive an introduction email. The mentor is then responsible for setting up the first meeting from this introduction email.
2019-2020 Leader Development Program

Mentor Application Form
Deadline: April 5, 2019

Name: ___________________________ Member #: __________________
Title: ___________________________ Years of Membership: _________
Company: ________________________ Years of Experience: __________

Contact Information
Address: __________________________
City: _____________________________ State: _____ Zip: ________________
Phone: ___________________________ Email: ________________________

Degrees/Education: __________________________
Hobbies/Interests: __________________________

Check all disciplines in which you have been employed or have consulted during your career.

☐ A/E/C Industry Consultant  ☐ Government
☐ Architecture/Planning/Interior Design  ☐ Multimedia/Technology
☐ Community Outreach/Nonprofit  ☐ Program Manager/Owner’s Representative
☐ Consultant – Marketing/PR  ☐ Surveying
☐ Construction – General or Specialty  ☐ Training/Customer Service
☐ Engineering – (please specify): ________________  ☐ Other (please specify):

Have you ever been a mentor?

☐ Yes  If yes, by which organization? __________________________
☐ No

Have you ever been mentored?

☐ Yes  If yes, by which organization? __________________________
☐ No
What do you feel are the top three strengths you will bring as a mentor?

☐ Provide counsel, guidance, suggestions, feedback, brainstorming, alternatives to consider
☐ Provide coaching, training, education, resources
☐ Be a sounding board by listening to an LDP participant’s concerns and issues
☐ Provide support and encouragement
☐ Share experiences that led to success
☐ Provide insights into goals and objectives
☐ Other: __________________________________________

Check all the areas that you are interested in working with the LDP participant:

☐ Basic industry knowledge
☐ Budgeting/Finance
☐ Business Development
☐ Career Advancement/Decisions
☐ Corporate Culture
☐ Diversity (gender, ethnicity, age) issues
☐ Leadership and Facilitation
☐ Management/Coordination
☐ Strategic Planning
☐ Technology
☐ Other (please specify):

☐ Have you been asked by any of the LDP participants to serve as their mentor?

☐ Yes If yes, by whom? __________________________________________

☐ No

Preferred day/time for monthly meetings:

______________________________________________________________________________

Submission Checklist

☐ Mentor Application Form
☐ Brief bio (no more than 500 words)
☐ Resume

Submit to:
Eddie Gonzalez, LDP Program Manager, at egonzalez@same.org.