



RELJEPRINTS & Bridges

SMPS SOUTH FLORIDA MENTORSHIP PROGRAM

Building Connections. Inspiring Growth. Empowering Professionals.



smps[®]
South Florida

Program Overview

Program Overview

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This inaugural year, we're pleased to offer the program to both SMPS South Florida members and non-members.

The SMPS South Florida Mentorship Program is designed to connect professionals, foster growth, and strengthen our industry. Through structured guidance and meaningful relationships, the program aims to help participants establish relationships, develop new skills, expand their knowledge, and achieve their career goals.

- **Purpose:** Create lasting professional relationships and encourage career development.
- **Goals:** Support members in navigating the A/E/C industry, share experiences, and build a stronger community.
- **Benefits:** Access to guidance, resources, networking, and recognition for active participants.

BLUEPRINTS
& **Bridges**



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Participation & Eligibility

Participation is free and individuals may choose to serve as a mentor, mentee, or both, depending on their interests and professional experience.

MENTOR ELIGIBILITY:

- Member requirement being waived for 2026 program!
- 10+ years of experience in the A/E/C industry
- Ability to commit the time and energy required to be an engaged mentor

MENTEE ELIGIBILITY:

- Member requirement being waived for 2026 program!
- 2+ years of experience in the A/E/C industry (Note: Even industry veterans are welcome to be a mentee!)
- Ability to commit the time and energy required to be an engaged mentee



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Program Timeline

Date	Event
May 15, 2026	Applications Due (mentors and mentees must apply)
May 29, 2026	Mentor-Mentee Assignments
June 24, 2026	Program Kickoff Event (virtual)
June–December 2026	Program Duration
December 2026	Recognition at SMPS South Florida holiday event

Mentor-Mentee Assignment Process

Mentor-mentee pairs will be matched according to professional interests, experience, and development goals. Participants will receive a welcome packet outlining their pairings and next steps.

- Matching based on registration forms, career objectives, and interests
- Pairing announcements sent on May 15, 2026



Participation Guidelines

The program is designed to be flexible and shaped by each participant's goals. The experience is what you make of it, and the more you invest, the more you'll gain.

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FOR MENTORS

- Set clear expectations and boundaries early in the relationship. Discuss preferred communication methods (email, phone, video call), availability, and confidentiality. Agree on expectations and outline the types of topics or support you can provide.
- Schedule regular check-ins (recommended: monthly meetings). Establish a standing meeting time (e.g., the first Tuesday of each month) and send calendar invites in advance. Prepare discussion topics or suggested agendas for each meeting.
- Strive for at least one in-person meeting during the program. Coordinate schedules early and suggest options such as coffee, lunch, or attending an industry event together.
- Share experiences, offer constructive feedback, and provide resources. Relate specific examples from your career, recommend books, webinars, or relevant contacts, and give actionable feedback after meetings or milestone achievements.
- Encourage mentees to set realistic goals and monitor progress. Help your mentee outline SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals and review them together quarterly. Track progress using a shared document or notes.
- Ask questions and be a good listener. Use open-ended questions to prompt reflection and ensure each session includes time for the mentee to share updates and challenges.

FOR MENTEES

- Be proactive—reach out to your mentor and schedule sessions. Send a welcome email after pairings are announced, propose dates for your first meeting, and confirm meetings with reminders as needed.
- Strive for at least one in-person meeting during the program. Suggest local venues or events and coordinate travel or logistics in advance to be respectful of your mentor's time.
- Define personal and professional objectives for the year. Prepare a list of three to five goals before your first meeting and discuss them with your mentor for feedback and prioritization.
- Seek feedback, be open to guidance, and apply new knowledge. After each meeting, summarize key takeaways in an email and outline how you plan to implement suggestions. Ask for specific examples or resources if you need clarification.
- Show appreciation and respect for your mentor's time and expertise. Be punctual, communicate promptly about scheduling changes, and send a thank-you note at the end of the program or after significant milestones.

Recognition and Graduation

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- Graduates to be honored at the SMPS South Florida Chapter's holiday event in December
- Certificates to be presented to mentors and mentees completing the program
- Spotlights in SMPS South Florida communications and social media



Top Ten Reasons to Participate

- 1 Free coffee chats - because nothing sparks inspiration like caffeine and conversation.
- 2 Exclusive bragging rights to say, "My mentor told me so!"
- 3 Instant access to industry secrets (okay, maybe just some really good tips).
- 4 Expand your LinkedIn network faster than you can say "professional development."
- 5 Collect cool certificates to display in your office (or on your fridge).
- 6 Score a spot in the chapter's social media spotlight!
- 7 Get insider recommendations for the best lunch spots.
- 8 Experience the joy of sending, and receiving, thank-you notes like a pro.
- 9 Receive personalized feedback on your career goals and aspirations.
- 10 Build connections that can last a lifetime.

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Contact and Sign-Up Information

CONTACT:

Name _____

Title _____

Company _____

Email _____

Phone _____

I AM INTERESTED IN:

Being a Mentor Being a Mentee Both!

BACKGROUND:

Years of Experience _____

Role Orientation

Marketing Business Development Hybrid

What Are Your Technical Areas of Expertise?

Proposal Management

Pursuit Strategy / Capture Planning

Interview Coaching

Brand & Positioning

Digital Marketing

Communications

CRM Systems

Market Research

Events

Graphic Design

Other _____

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Contact and Sign-Up Information

What Soft Skills Do You Excel In?

- Leadership presence
- People management
- Managing in crisis
- Change management
- Managing up
- Communication with principals
- Influencing teams
- Other _____

YOUR GOALS:

What are you hoping to get out of the program?

What technical skills are you interested in developing?

- Proposal Management
- Pursuit Strategy / Capture Planning
- Interview Coaching
- Brand & Positioning
- Digital Marketing
- Communications
- CRM Systems
- Market Research
- Events
- Graphic Design
- Other _____

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What soft skills are you interested in developing?

- Leadership presence
- People management
- Managing in crisis
- Change management
- Managing up
- Communication with principals
- Influencing teams
- Other _____

How much time can you dedicate to the program?

- A few hours a week
- A few hours a month
- Other _____

Is there someone in particular that you would like to be partnered with if they're available?

Submit Application by May 15, 2026!

Please email this completed form to
Rachel Stevens at RStevens@suffolk.com and
SMPS South Florida at: communications@smpssouthflorida.com