



Protocol and Diplomacy International – Protocol Officers Association

2012 MENTORING PROGRAM

If you are a PDI-POA member looking:

- to Develop Skills That Enable Success in the Workplace;
- to Expand Your Professional Network;
- for a Safe Place to Share Ideas and Openly Discuss Workplace and Career Issues;

then consider participating in the **2012 PDI-POA Mentoring Program**. And, if you are a PDI-POA member with valuable experience in these areas, then we ask you to consider sharing your knowledge by serving as a mentor.

The PDI-POA Mentoring Program is based on the concept of Mentoring Circles where those with more experience and expertise share their knowledge with new members or those wanting to improve their skills. The circles will meet over a six-month period. Sessions will be conducted either via conference calls or webinars at the discretion of the mentor and will last from 30 minutes to an hour. This year, the program will kick off in February and run through July 2012.

Each Mentoring **Circle** will include 6-8 mentees and 2-3 mentors. The mentees and mentors will be responsible for selecting the topic for each session. This year, we are hosting two types of mentoring circles – **Generalist** and **Focused**. **Generalist Circles** will cover a broad range of protocol issues as determined by each group. In the **Focused Circles**, the mentor will discuss various topics within a specific area of protocol – i.e., Consular & Diplomatic Relations, Military or Corporate.

Mentors are critical to the success of the program. If you are a PDI-POA member with skills, experience or knowledge you are willing to share, we strongly encourage your participation in this rewarding program.

To be a *MENTOR*, you MUST:

1. Be a PDI-POA member with 10+ years of active experience in one of the following areas: Consular/Diplomatic sector, Military, Corporate or be a Generalist.
2. Be able to spend 2-4 hours/month from February through July 2012 preparing for and leading the mentoring circle. The time and manner in which each mentoring circle will meet, as well as the topics to be discussed will be negotiated by the mentoring circle.
3. Provide a bio.
4. Submit the MENTOR APPLICATION by **Wednesday, February 1st**.
5. Participate in a brief orientation session via conference call on **February 9th** at 1pm CT.
6. Fill out an evaluation at the end of the program.

To be a *MENTEE*, you MUST:

1. Be a PDI-POA member.
2. Be interested in learning more about protocol and be willing to participate in the monthly mentoring sessions from February through July 2012. The times and manner in which each mentoring circle will meet, as well as the topics to be discussed, will be negotiated by the mentoring circle. Mentoring sessions may be conducted via conference call or webinar.
3. Submit the MENTEE APPLICATION by **Wednesday, February 1st**.
4. Fill out an evaluation at the end of the program.

All mentors and mentees are highly encouraged to attend the **PDI-POA Mentoring Orientation Session**, where you will meet the other members of your mentoring circle and schedule your first mentoring circle meeting. The **Orientation will be held on Thursday, February 9th** at 1pm CT. Conference call details will be provided at a later date.

If you have any questions, feel free to contact the PDI-POA Mentoring Project Chair Fiona Cameron-Williams via e-mail: Fiona@fionacameron-williams.com or the PDI-POA Education Committee Chair Sonia Garza-Monarchi via email: sgm@garzaprotocol.com.