



# Mentor-Protégé Program

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# PPGH Mentor-Protégé Program

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# About the PPGH

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**Founded** 1950

**Location** Houston, Texas

**Overview** Founded in 1950, the Professional Photographers Guild of Houston has grown to become one of the largest guilds in the United States. The Houston Chapter of the Professional Photographers of America is one of the most active guilds in the country. With over 280 members its purpose is to create an atmosphere in which professional photographers may associate and learn from one another and stay current with trends in the industry. Serious full time professional photographers realize the importance of being an active part of the association. The PPGH comprises professional portrait, wedding, videographers, corporate, industrial, advertising, and commercial photographers as well as electronic image makers and photographic artists, students, and individual firms servicing the photographic industry. Members are assessed annual dues according to the specific membership category in which they belong. All members are required to subscribe to our code of ethics and standards.

**Website** [www.ppgh.org](http://www.ppgh.org)

**Facebook** [www.facebook.com/pages/Professional-Photographers-Guild-of-Houston-PPGH](http://www.facebook.com/pages/Professional-Photographers-Guild-of-Houston-PPGH)

**Code of Ethics** All members are required to subscribe to the following code of ethics when applying for or renewing membership:

I, the undersigned, as a requirement for admission to and retention of membership and participation in the Professional Photographers Guild of Houston agree to strive at all times to conduct myself and my business by the highest professional and ethical standards. In all dealings with the public, fellow professionals and others who aspire to professional image making, I will:

Above all, conduct myself with honesty, decency and respect for others. Strive to present all services and products in an atmosphere of integrity and professionalism.

Not employ any marketing or competitive practice which appears misleading, untrue or unethical, violates any Federal Trade Commission or other federal or state statutes, rules or regulations or any decision of any federal or state court.

Always strive to produce products and services in accordance with the highest levels of skill and professionalism.

Gladly share my knowledge and skills so as to constantly elevate the art and science of my profession.

Hold the name of fellow professional image makers with the same respect as my own.

I understand that these requirements are the basis of my membership. The Code of Ethics is our foundation for maintaining and elevating the craft of professional photography/video/art and its practitioners to people both within and outside the industry.

If, in a majority opinion of the PPGH Board of Directors, I breach any part of the Code of Ethics, my continued membership and benefits may be restricted or terminated.

**Mentoring  
Committee**

The Mentoring Committee values your input and wants to know if the Program was of a benefit to you, and how it can be improved. They will follow-up with Mentors and Protégés to ensure the match is going well.

2011 Mentoring Committee is  
Greta Jacobs Mee, Chair  
Karen Butts  
Laura Popiel

# About the Mentor-Protégé Program

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## Goals

The Mentor-Protégé Program (MPP, the Program) offers free assistance and guidance to members of PPGH. Principal goals of the program are:

- to promote professional development and personal growth
- to provide assistance regarding ethical, practical and professional issues and concerns
- to promote positive relationships among members and within the industry

## How Does the Program Work?

Mentors and Protégés fill out information sheets or application forms, respectively. For Protégés, once membership is confirmed and workshop attendance is confirmed, a match will be made.

The following criteria are used to complete the Mentor/Protégé matches:

- Development Needs
- Geographic Locations
- Availability
- Any specified preferences of either the Mentor or the Protégé

Confirmation emails will be sent to both the Mentor and the Protégé with respective contact information along with guidelines, role definitions and tips associated with participation in the Program.

The Mentor is asked to arrange the first contact by means of phoning the Protégé within the first few weeks of receiving the confirmation letter.

Each relationship will be unique, therefore, the Committee strongly recommends using the first contact to discuss and establish the boundaries of your particular relationship. Mentor and Protégé will then define the boundaries of their specific relationship.

Once their individual goals have been met the formal process is complete. They may continue the relationship informally if both parties agree.

Confidential evaluations will then be completed so that the Mentor Committee may determine the effectiveness of the match and modify future criteria as needed.

### **How Will Mentors Participate?**

In total, we expect that Mentors will spend 1-8 hours with each Protégé. Of course, some Mentors will have more time to give but that will be their choice and not a requirement.

The role of the Mentor is voluntary, however by Mentors showcasing and sharing their entrepreneurial experience, Mentors will find this an invaluable experience -- which will provide many unexpected gains personally and in business.

PPGH will award fellowship points for each protégé a Mentor works with (up to two points per year).

### **What Is Expected From Protégés?**

The Protégés are expected to be a member of PPGH, attend a workshop outlining program goals and protégé expectations, take responsibility for directing the relationship with their Mentor, and report back to the committee regarding any successes or challenges.

An important objective of the program is to empower the Protégé to manage their own business and learning needs and take responsibility for their achievements, while gaining input from the Mentor and their peer group.

Protégés will be encouraged to interact with each other to further expand the learning process.

# Protégé

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## Having a Mentor

If you are a member of PPGH and are looking to develop relationships with experienced practitioners you qualify as a Protégé. If you would like to improve yourself in professional, ethical and practical areas offered through the Program and you meet the above definition, then you qualify to have a Mentor in the PPGH Mentor-Protégé Program (PPM).

## Guidelines for Protégés

The primary goal and function of your Mentor is to provide you with guidance as to ethical, professional and practical matters. Your mentor will be assisting you in developing your sense of professionalism however the two of you may define that.

Your match with your Mentor will continue for a formal period as established by the Mentor's availability. You are, however, encouraged to maintain an informal relationship with your Mentor beyond the formal program as it fits with the needs of both parties.

- For logistical purposes, your Mentor has been requested to make contact with you (so that you are not left guessing who should make the initial contact) within two weeks of being notified of your identity ("notification"). During that contact your Mentor will attempt to make arrangements to meet in person, preferably at your Mentor's studio, within four weeks of notification. If you do not hear from your Mentor within three weeks of receiving your confirmation email, please contact the Mentor Committee Chair.
- During your initial contact with your Mentor, you will discuss the expectations and boundaries of your relationship. Discussion will include a plan for creating and maintaining contact and may include signing a non-compete agreement at the discretion of the Mentor.
- Protégés are strongly encouraged to accompany their Mentor to PPGH meetings and other professional organization meetings that may be of interest to both parties
- Mentors serve on a voluntary basis. Protégés should be sensitive to their Mentor's busy schedule and should not feel insecure by lack of contact after the introduction. However, if multiple attempts get no result, please contact the Committee for assistance.
- Your Mentor has volunteered to assist you and expects that you will need his or her assistance with basic questions or procedures. Mentors do not serve as an employment placement service or a counseling service on personal issues for Protégés.
- Protégés should be sensitive to confidential information regarding the Mentor's clients and business practices and/or their own clients and business practices.

- In the event that the Protégé finds that their relationship with their Mentor is not working out, they should contact the Mentoring Committee Chair.
- Protégés, by completing the application process and by accepting their pairing with a Mentor, agree to comply with the MPP Guidelines and agree to complete requested evaluation forms to assist in the continued improvement and strengthening of the Program.

## Protégé's Role

The role of the Protégé is to:

- Take responsibility for identifying and achieving developmental goals
- Ask questions of their mentor trusting that if he or she doesn't know the answer, they will know where to find it!
- Be open-minded. Take advantage of the opportunity to be exposed to new things, even if it is not their "thing." Share interests with their mentor.
- Establish specific goals and objectives for the *mentoring relationship*
- Develop professional goals with the mentor that they would like help in achieving during the program
- *Receive graciously* both positive and constructive feedback and implement as appropriate
- Seek clarification on any points not understood
- Use their mentor as both a resource for knowledge and sounding board for ideas and issues
- Maintain the confidence of the Mentor with respect to any proprietary information or client data/images they may have access to during the relationship
- Provide feedback to the Committee for the benefit of the program

# Mentor

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## Being a Mentor

To be a Mentor you must have present or past activity within the PPGH. Being a current member is highly encouraged but not required as many potential Mentors may be retired. You should also have several years of experience in any area in which you are providing assistance.

Every relationship will be different but some Mentors may consider allowing the Protégé to observe and/or provide hands-on assistance with the Mentor's clients. If you would like your Protégé to sign a non-compete agreement, the committee has an educational sample you may refer to in developing such an agreement. However, the legality of the contract for your own needs will be the responsibility of you and your legal team.

## Guidelines for Mentors

Welcome to the program! Your Protégé has requested assistance as they are new to the industry and/or to being a small business owner, or they just wish to improve their current skills.

Your primary goal and function as a Mentor in the Program is to provide guidance to your designated Protégé related to ethical, professional and practical matters. In assisting your Protégé, the Committee requests that you place particular emphasis in developing your Protégé's sense of professionalism.

Your match with your Protégé will continue for a formal period as established by your availability. However, you are encouraged to maintain an informal relationship with your Protégé beyond the formal Program as it fits with the needs of both parties

Guidelines are an example as every relationship will differ.

- As a Mentor, please make initial contact by phone with your Protégé within two weeks of being notified of their identity ("notification"). Please make arrangements to meet in-person, preferably at your place of business, with your Protégé within four weeks of notification.
- During the initial contact, Mentors are requested to discuss the expectations and boundaries of the relationship with their Protégé to ascertain and meet the needs of both parties. Discussion points could include a plan for creating and maintaining contact,

introduction of the Protégé to the Mentor's staff, discussion of the Protégé's current professional situation, the scope of learning objectives, or any other needs that are specific to the individuals. Any non-compete agreements should be discussed at the initial meeting. Discussions between Mentor and Protégé should be kept confidential.

- Be willing to share information about yourself which will be useful to your Protégé in establishing the relationship.
- Mentors are strongly encouraged to accompany their Protégé to PPGH meetings and other professional organization meetings that may be of interest to both parties. Please attempt to introduce your Protégé to other members of the guild and industry whenever possible to encourage collegiality.
- Mentors should be sensitive to their Protégé's needs and be aware that a Protégé may become discouraged by a lack of response on the part of the Mentor. Please respond to your Protégé in a timely fashion as failure to do so may be perceived as a lack of interest as opposed to the reality of a full schedule. At the initial meeting with your Protégé, manage their expectations by discussing how to handle phone requests and establishing guidelines regarding response time to questions.
- Mentors should be sensitive to confidential information regarding the Protégé's clients and business practices and/or their own clients and business practices
- In the event that the Mentor finds challenges with their relationship with the Protégé, they should contact the Mentoring Committee Chair.
- Mentors, by completing the application process and by accepting their pairing with a Protégé, agree to comply with the MPP Guidelines and agree to complete requested evaluation forms to assist in the continued improvement and strengthening of the Program.

## **Mentor's Role**

The role of the Mentor:

- Provide advice and perspective to the protégé
- Provide feedback on ideas and plans, often before they are considered for further development
- Share wisdom and advice from your experience, while allowing the protégé to have their own experience
- Encourage and support protégés to complete the program and its activities and to request additional mentors as needed
- Hold the protégé accountable for achieving the goals that they set for the program
- Create opportunities that may not otherwise be available to the protégé, e.g. increased visibility, access to networks

- Support the needs and aspirations of the protégé
- Encourage collaboration amongst protégés
- Attend meetings and meet commitments made to the protégés
- Offer suggestions to improve protégé's skills, talents, abilities, initiative, and commitment in preparation for future endeavors
- Inspire your protégé by offering ideas for growth
- Help build self-confidence through praise, encouragement, and constructive feedback
- Suggest an 'alternate' Mentor(s) for areas where the Mentor is unable to add value or expertise
- Do not be afraid to say "I do not know"

The role of the Mentor does not include:

- Involvement in running the protégé's business
- Providing legal and tax advice (unless the Mentor is in that profession)
- Therapy or counseling on personal issues

### **Additional suggestions to assist Mentors**

- Telephone your Protégé to further develop the relationship. Do not rely on email alone.
- Schedule coffee, breakfast or lunch on a regular basis to cement the relationship and, if possible, add frequent "check-ins" between those meetings
- Introduce your Protégé to other industry leaders

Thank you for your generosity in sharing your time and knowledge with your fellow PPGH members! Please take pride in knowing that your efforts distinguish the PPGH in achieving the highest levels of professionalism and collegiality. Please let the committee know if there is anything it can do to support you and your Protégé(s).

# Appendices

# Appendix A

## Mentor Information Sheet Protégé Application Form

# Appendix B

Protégé Workshop Agenda  
Protégé Workshop Handouts

# Protégé Workshop Agenda

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## **Introductions**

## **Ice Breaker**

## **About the Program**

- General
- 'Rules' and Expectations of Protégés (e.g. conflicts of interest, professionalism, etc )

## **How to make the most of the program**

- Tips for Protégés
- Brainstorming Exercise
- Refine Application Form for better pairing

## **Wrap-up and Questions**

# Appendix C

## Mentor/Protégé Checklists

# Mentor's Checklist

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- \_\_\_\_\_ Complete Mentor Information Sheet
- \_\_\_\_\_ Receive confirmation email from Committee with Protégé identity and contact information
- \_\_\_\_\_ Learn about your Protégé from available sources: review application, website, etc.
- \_\_\_\_\_ Initiate first contact via telephone within two weeks of receiving confirmation email
- \_\_\_\_\_ Assess Protégé's current professional situation
- \_\_\_\_\_ Set boundaries/expectations for relationship:
  - how/where/when to meet
  - how often if more than once
  - communication plan
  - scope of learning objectives
  - additional boundaries to meet the needs of both parties
- \_\_\_\_\_ Protégé to sign non-compete agreement, if applicable
- \_\_\_\_\_ Meet within four weeks of receiving confirmation email
- \_\_\_\_\_ Complete MPP Evaluation form

# Protégé's Checklist

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- \_\_\_\_\_ Become Member of PPGH
- \_\_\_\_\_ Complete Protégé Application
- \_\_\_\_\_ Attend Protégé Workshop
- \_\_\_\_\_ Receive confirmation email from Committee with Mentor identity and contact information
- \_\_\_\_\_ Learn about your Mentor from available sources: review any information provided, website, etc.
- \_\_\_\_\_ Determine specific objectives to work on with Mentor
- \_\_\_\_\_ Wait for Mentor to make first contact within two weeks of receiving confirmation email and contact Mentor Chair if no contact made within three weeks of receiving email confirmation
- \_\_\_\_\_ Set boundaries/expectations for relationship:
  - how/where/when to meet
  - how often if more than once
  - communication plan
  - scope of learning objectives
  - additional boundaries to meet the needs of both parties
- \_\_\_\_\_ Protégé to sign non-compete agreement, if applicable
- \_\_\_\_\_ Meet within four weeks of receiving confirmation email
- \_\_\_\_\_ Complete MPP Evaluation form

# Appendix D

## Program Evaluation Forms

# Appendix E

## Sources Drawn From

# Sources of Program Information

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## Overview

In an attempt to not reinvent the wheel we searched for existing programs to extract relevant information for our program. Many of these programs were so clear and concise it was difficult to change anything. Therefore, in the interest of not plagiarizing their hard work, we list those sources here.

As our program develops and the language becomes more our own, we will rewrite our program information without citing the sources unless needed.

## Sources

New Lawyers Committee, The New Hampshire affiliate of the American Bar Association Young Lawyers Division

Bingham McCutchen Guidelines for Mentors

Department of the Navy, Mentor-Protégé Program Procedure Manual

Australian Businesswomen's Network, Mentor Application