



Greenville Chamber  
**PULSE YOUNG PROFESSIONALS  
PACESSETTERS**

**2017 MENTOR INFORMATION**

**PROGRAM OVERVIEW**

**Vision:** To develop the Class of 2017's personal growth through leadership, counsel, and ongoing dialogue.

The Pacesetters program is designed for young professionals who want to connect with fellow YPs and be mentored by Greenville County's most experienced leaders. It is a Leadership Development program of the Greenville Chamber.

The class is split into small groups assigned to two mentors. It is typical for the program to have five groups, each including 2 Mentors and 10 Mentees. One Mentee in each group will be designated as the Group Leader by Pacesetters leaders. The Group Leader will assist your group with scheduling and communication as needed. Groups will be paired based on schedule availability as well as a mix of former and brand new participants.

Each group is unique and has the flexibility to set their own agenda and outline goals that will ultimately fit everyone's expectations and foster personal and professional growth. As part of a Mentor pair, you will have the ability to guide the content, topics, and opportunities that your group experiences throughout the year ahead. Some Mentors have a go-to list of content or a method they follow each year, while others customize their group format once they meet their Mentees and get to know the group's dynamic. Both of these approaches have received positive feedback from Mentees over time.

Mentees are expected to invest \$125 in tuition to be part of the Pacesetters program (an early bird rate of \$100 will be offered to applicants before 10/31/2016). Over time, this program has offered a proven value to local YPs. The tuition is used to provide quality programming for the Workshops provided throughout the year, among other program benefits.

Once the Mentor/Mentee groups are confirmed, Mentors will be given copies of their Mentees' applications. Providing the mentee's applications with their reasons for applying and expectations helps mentors to have a solid foundation before the program begins.

**MENTOR RESPONSIBILITIES**

**Mentor Responsibilities**

- Promote class events (workshops and socials) and encourage attendance
- Share experiences, coach, and generally be engaged with mentees
- Uphold core relationship values such as honesty and integrity. Respect differences while discovering common ground.
- Challenge mentees to set goals during the year (overall group goal as well as individual goals)
- Foster relationships with your mentees. Have a sincere interest in their goals
- Work with partner Mentor and Group Leader to coordinate and develop group meetings
- Encourage mentees to fully participate in group meetings asking probing questions, bring shy mentees into discussions
- Invite other Mentor/Mentee groups to meetings when appropriate
- Set up at least one 1:1 meeting with each mentee (example: coffee, lunch)
- Attend all group meetings, as well as the Opening/Closing Sessions and Workshops, whenever possible.
- Remind mentees of upcoming Workshops and encourage them to take advantage of ALL exclusive programming.
- Whenever possible, facilitate a "recap" of the Workshops in your meeting that immediately follows the sessions.

## CLASS EVENTS

**Opening Session – Wednesday, January 25:** The purpose of this session will be to introduce participants to their groups and mentors, review program and expectations, and build relationships. Specific event details will include:

- Program Overview
- Networking
- Setting of First Meeting & Regular Schedule
- Group Introductions
- Team Building

**Pacesetters Class Sessions – 2-3 meetings in March, May and/or September:** These sessions will be held on Wednesdays in the assigned month. Topics will vary, but will focus on personal and professional development and will be interactive.

**Wrap Up Party – Wednesday, November 15th:** The purpose of this event is to celebrate the completion of the program and recognize the achievement of Mentees completing the program. We will also offer information on “What’s Next” and how to maximize all you’ve learned over the course of the program.

All Class events are from 5:30-7:30pm.

## GROUP MEETINGS

Group meetings should be scheduled monthly with the exception of Pacesetters Class Session months whereby they are optional. Meeting time and dates should be routine and suit all participants’ schedules. At a minimum, group meetings should be held in February, April, May, July, August, and October (will need to update when workshops are confirmed).

- **Group Leader:** With your guidance, your group leader will help you coordinate the meeting – schedule, reminders, arrange/reserve meeting space if needed, etc.
- **Goal Setting:** Each group should complete a goal setting exercise at their first group meeting to set personal and group goals for the year that will ultimately be revisited at year-end. You may suggest that mentees select an “accountability partner” within group to track progress and provide encouragement.
- **Topics:** Group meetings should be tailored to your mentees interests and needs. Suggested topics may include:
  - Mentor Background
  - Community Involvement
  - Career Strategies
  - Continuing Education
  - Strengths/Weaknesses Assessments
  - Management Skills
  - Work/Life Balance
  - Effective Networking
  - Entrepreneurship
  - Time Management
  - Business Development
  - Interpersonal Skills
  - Problem Solving
  - Promoting Diversity
- **Guest Speakers / Tours:** Guest speakers and special tours can be an interesting component to your group meeting. Such events should be tied to a specific topic that is discussed as a group after the speaker/tour.

In addition to these regular, more formal meetings, many groups choose to set occasional social gatherings like happy hours, meeting up for local events, etc. While these are completely optional, they do tend to result in increased group cohesion and stronger relationship building.

## CONTACT INFORMATION

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