



## LAUDERHILL REGIONAL CHAMBER OF COMMERCE MENTOR PROTEGE PROGRAM

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## **MENTOR PROTÉGÉ PROGRAM EXECUTIVE SUMMARY**

Mentor Protégé Programs are designed to motivate and encourage large established businesses to provide mutually beneficial developmental assistance to small businesses. The City of Lauderhill and its Regional Chamber of Commerce are committed to strengthening small business enterprises and economic growth by establishing a Mentor Protégé Program. To enhance this mission, a formalized Mentor Protégé Program is being established with measurable goals and outcomes to build effective working relationships between leaders of mature companies and emerging small business enterprises. This Program is for a term of twelve (12) months.

Information and knowledge from participating in this Mentor Protégé Program are:

For the Protégés:

- Technology transfer
- Technical management skills
- Long term relationships
- Enhanced competitiveness
- Subcontracting opportunities
- Prime contracting opportunities and

For the Mentors:

- Long term relationships with business partners
- Qualified source at competitive prices
- Ability to award subcontracts
- Help achieve subcontracting goals
- Subcontracting opportunities

The Lauderhill Regional Chamber of Commerce will serve as program coordinator and administrator for the Mentor Protégé Program. They will: promote the Program, identify potential Mentor Protégé teams for final approval, inform Mentors and Protégés of their roles and responsibilities, attend Mentor Protégé meetings to promote effective cooperation and participation, maintain program records submitted by the Mentor Protégé team members, and provide technical and management assistance as needed.

The Mentor Protégé Program will include monthly one-on-one meetings for a term of twelve (12) months. All Mentors and Protégés agree to sign commitments that outline their duties and responsibilities. Upon completion of the twelve (12) month time frame, a certificate of completion will be distributed to successful participants.

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### **MISSION OF PROGRAM**

The City of Lauderhill and the Lauderhill Regional Chamber of Commerce are committed to strengthening small business enterprises by establishing mentoring relationships that will promote economic growth, develop technical and business capabilities and to foster business relationships between small business enterprises, including women and minority owned companies.

### **PURPOSE**

It is the purpose of the Lauderhill Regional Chamber of Commerce Mentor Protégé Program to provide small business enterprises with assistance and training to expand their present technical and business knowledge to be able to thrive in this current highly competitive business market. This Program is designed for protégés to have a series of one-on-one training and educational sessions in which they are able to tap into the expertise and knowledge of their mentors. Mentors having been in business/industry for at least five (5) years have the day-to-day operational skills which are shared with their protégés. This pilot program is being focused on the construction industry as these companies/firms are the greater part of contributing the overall economic growth of the City of Lauderhill. As the Program progresses, other industries and professions will be included in this Program.

### **GOALS AND MEASURABLE OBJECTIVES**

#### **Goals:**

To develop and strengthen Protégé firms through coaching and training from Mentors, and to expand business opportunities for Protégé firms.

#### **Measurable Objectives:**

Measurable objectives will be recorded by the completion of pre and post assessment surveys. At the onset of the Program, an overall assessment of the Protégés' overall business will be conducted which will reveal if they have employee handbooks, a business plan, a training program, etc. Examples of determining success include but are not limited to:

- Increased net worth, access to credit and capital by Protégé firms. Reviews of credit worthiness, net worth, and the ability to pre-qualify for credit/loans are done at the point of entry for the Protégé and then at various stages during the Program the progress is accessed towards the ultimate goal.

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- Improved management practices.  
A review of the management tools may be conducted at the onset of the Program determining the existence of such tools as employee handbooks, employee training programs, determining the length of tenure for employees, review of employee turnover rates, and distribution of employee surveys regarding job satisfaction are some examples of instruments that may be used to measure success of meeting this objective.
- Increase ability to function in an ever changing environment.  
A report detailing the growth and expansion of the Protégé while enrolled in the Program is written reflecting any new divisions within the company or expansion into other areas of business.
- Increasing ability to deal with day-to-day issues by taping into the experience of the Mentor.  
During the monthly meetings, a compendium is established of the Mentors' suggestions and solutions for problem solving and best business practices. These items would then be used to create an ongoing business plan for the Protégé.

### **PROGRAM GUIDELINES**

#### **Responsibilities of the Lauderhill Regional Chamber of Commerce**

The Chamber will serve as program coordinator for the Mentor Protégé Program. It will be their responsibility to organize the Programs administration. In addition they will be a source of management and technical support for the protégés. Other administrative responsibilities will include:

- Advertising and Promoting the Program
- Organizing Related Business Events
- Identifying: Potential Mentors and Protégés
- Informing and reminding Mentors and protégés of their roles and responsibilities
- Collecting quarterly progress reports
- Maintaining program records
- Providing educational opportunities

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The LRCC will also play an educational role by sponsoring/coordinating workshops and seminars relevant to the needs of the protégés. They may also refer program participants to outside resources.

### **Protégé Requirements**

Preference will be given to Protégé firms who are current members of the Chamber or have an application for membership in process with the following provisions:

- Completion of an application and Mentor Protégé Application
- Must have been actively conducting business for a minimum of 2 years within the City of Lauderhill
- Must be and remain in good legal standing with the State of Florida, the City of Lauderhill and all other local jurisdictions
- Protégés must be solvent and hold appropriate business licenses.

Submission of a tentative business plan within the first three months of the Program.

The Protégé must participate in monthly face to face meetings with the Mentor and must be consistently prepared to review progress of their strategic business plan.

The Protégé must commit to a period of twelve (12) months with the selected Mentor.

### **Mentor Requirements**

- Mentors shall be a company which is successful and productive in their designated industry with minimum of five (5) years of experience.
- Completion of an application and Mentor Protégé Application
- Must be and remain in good legal standing with the State of Florida, the City of Lauderhill and all other local jurisdictions
- Mentors must be solvent and hold appropriate business licenses.

The Mentor shall agree to follow all Mentor Protégé Program guidelines and devote the necessary time, staff, and other resources in order to fulfill its responsibility as a Mentor, including attending all meetings scheduled with the Protégé, LRCC Staff and consultants.

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The Mentor must commit to mentoring for a period of twelve (12) months with the selected Protégés.

The LRCC will provide an orientation session to selected mentors and protégés which will review the expectations of the Program and outline responsibilities of all parties.

Both the mentor and protégés must submit quarterly reports to the LRCC for review. These reports will progressively assist in addressing concerns and serve as a monitor for progress towards achievement of goals and objectives.

A participant will be recognized as having successfully completed the twelve (12) months program when they have achieved the measurable objectives and goals set forth in the Mentor Protégé Program.

### **Selection of Program Participants**

The selection of mentors and protégés will be accomplished by a committee comprised of representatives from the community, the LRCC, City of Lauderhill, community and/or business leaders. The Mentor Protégé committee will recruit and evaluate all potential participants. An application must be completed by all those interested in participating in the Program. Formal interviews of each candidate will be conducted to determine the participants.

### **Assignment of Mentors to Protégés**

Mentors will be paired with one protégé at any given time within the same discipline.

Once firms have agreed to participate in the program with their assigned mentor or protégé, each party is required to sign and return the Agreement of Participation to the LRCC.

### **Duration of Program**

The Program will be for a term of twelve (12) months. Either party, for any reason, may dissolve the Agreement by notifying the LRCC of their intentions in writing at the following address. However, it is strongly suggested that the dissolving party give the remaining party at least thirty days notice.

Attention: Mr. John Beckford, Executive Director  
Mentor Protégé Program  
Lauderhill Regional Chamber of Commerce  
5557 West Oakland Park Blvd.  
Lauderhill, Florida 33319

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### **Meeting Schedules**

Mentors and their protégés should meet at least once a month, at a regularly scheduled time and place complete with an Agenda. The Agenda for the meetings should be established in advance and should consist of items relevant to the Protégés previously identified problem areas and changing needs as well as the current experiences of both the Mentor and Protégé. The Mentor and Protégé should take turns arranging these meetings and both should prepare a list of topics for discussion. At these meetings, mentors and protégés should review the individual items on the protégés business plan and make decisions on what course of action to take.

Records of these meetings should be included in the quarterly progress reports as well as any projects the mentor and protégé may be working on together.

### **Calendar of Events**

Mentor Protégé Orientation/Reception  
Mentor Protégé Reporting Sessions  
Mentor Protégé Graduation Ceremony and Reception

### **Liability Disclaimer**

This program is designed to assist small business enterprises with the financial, technical and educational training necessary to be successful, profitable, and to grow their business. The success of the protégé firms is not guaranteed but it is hoped that an opportunity will be provided for success. It should be clear that the relationship between the mentor and the protégé is voluntary. No party should feel pressured to make business decisions against his or her will.

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## **Budget**

The funds for implementing the Mentor Protégé Program will be from multiple sources that include:

- Funding resources from within the LRCC;
- In-kind resources from businesses and the community
- Public and private funding resources and contributions

## **Forms**

The following forms must be filled out entirely to maintain good status in and receive credit for the Mentor Protégé Program:

Application for Participation – Mentor

Application for Participation –Protégé

Agreement of Participation – Signed By Each Mentor and Protégé

Business Plan - Protégé

Meeting Agenda Form – Mentor/ Protégé

Quarterly Progress Report – Mentor

Quarterly Progress Report – Protégé

Program Evaluation- LRCC



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