



PHTA Mentor Program

Get Matched with a Seasoned Industry Leader



What is the PHTA Mentor Program?

PHTA's unique, members-only mentoring program can help you take your business to the next level. We match you with a seasoned industry leader with a proven record of success who will guide you through solutions to your business dilemmas. With one-on-one coaching, you'll gain new knowledge and share real-world experience that can help you to build your business and achieve long-term success.

Sign up today at my.phta.org.

Questions about the program? Contact mentoring@phta.org.

Who are the PHTA Mentors?

PHTA Mentors are a group of builders, service, retail, hot tub, and young professionals who have worked hard and learned from their experiences, and now they want to give back by sharing their knowledge and helping companies like yours achieve similar success.



**Choose
from builders,
service, retail,
hot tub, and young
professionals**



**Match
with a
Mentor**

How does the PHTA Mentor Program work?

Enrollment is open year-round! It only takes 5 minutes to complete the online enrollment form. Once enrolled, mentees can view the mentors available and reach out via private message within myPHTA to find out if there is a mutual interest. We do our best to accommodate everyone, but cannot guarantee that everyone will find a match.

Sign up today at my.phta.org.
Questions about the program? Contact mentoring@phta.org.

BECOMING A MENTOR

Mentoring is a partnership between an experienced PHTA member (the Mentor) and a PHTA member (the Mentee) who desires additional professional knowledge, expertise or guidance. Through mentoring, the Mentor will guide, support, answer questions, provide referrals, and share experiences and known opportunities with the Mentee.

Role of the Mentor

- Sharing information about PHTA
- Providing confidential assistance to Mentees outside of their chain of command, allowing the Mentee to discuss work-related issues and other issues or concerns
- Facilitating the Mentee's growth by sharing resources and networks
- Challenging the Mentee to move beyond his or her comfort zone
- Coaching the Mentee on a particular skill
- Focusing on the Mentee's professional development

Qualifications of the Mentor

- A minimum of ten years of service in the industry and a minimum of 5 years as a PHTA member
- A reputation for competence and ethical and professional conduct. Sample qualities include:
 - Integrity
 - Dependable
 - Reliable
 - Quick to listen
 - Slow to speak
 - Respectful
 - An experienced problem solver
 - Commitment to PHTA and its mission
 - Involvement in PHTA as a Chapter, Committee or Council volunteer



BENEFITS OF MENTORING

Peer mentoring is a mutual way of learning and allowing both participants to develop transferable skills that will help them throughout their career.

And often, mentors receive just as much – if not more – benefit from mentoring as their mentees.

As a mentor, you will:

- Shape the future of pool, hot tub, and aquatic professionals
- Review your own strengths and weaknesses
- Enhance your reputation and professional identity
- Improve communication and personal skills
- Further develop your leadership and management qualities
- Reinforce your own study skills and knowledge
- Increase your confidence and motivation
- Increase your circle of friends
- Gain recognition for your skills and experience
- Benefit from a sense of fulfilment and personal growth



Get started today and sign up to be a mentor at my.phta.org.



GETTING STARTED - MENTORS

The PHTA Mentor Match program is designed to connect members for a one-on-one mentoring relationship. Mentorship is a proven self-development method that can help both mentee and mentor develop perspective, build confidence, gain new skills and knowledge, and further personal development and career goals.

Step One:

- Fill out your mentor profile and PHTA Community Profile with as much detail as possible to aid in finding the best match
- If a mentee determines that they are interested in having a mentoring relationship with you, they will reach out to you one of two ways:
 - Via email (outside the system)
 - or
 - Private message (within the system).

Step Two:

Once it is established that the mentoring relationship will be mutually beneficial, the mentee will send you an official request to pair up. This can be found in the "Mentoring Requests" section of your Connections. At that time, you can accept the official request. If you receive a mentoring request that you do not feel would be mutually fulfilling, you may decline the request if you so choose. As a mentor, you can accept multiple mentees; however, our recommended best practice is no more than three mentees at a time. After you and your mentee are officially paired up, you will see the relationship at the bottom of your Mentor Profile.

Step Three:

- Complete the initial discovery call checklist (included in this toolkit) with your mentee
- Commit to a focused conversation with your mentee for at least one hour each month
- Provide insights, knowledge, and understanding in an educational manner to benefit the mentee in professional growth
- Make at least a 6-month commitment to the match
- Be judicious with your resources to make sure each of your mentees is well-served; mentors can have more than one mentee but no more than three is a best practice

Get started today and sign up to be a mentor at my.phta.org.



MENTORING: Initial Discovery Call Checklist for Mentor

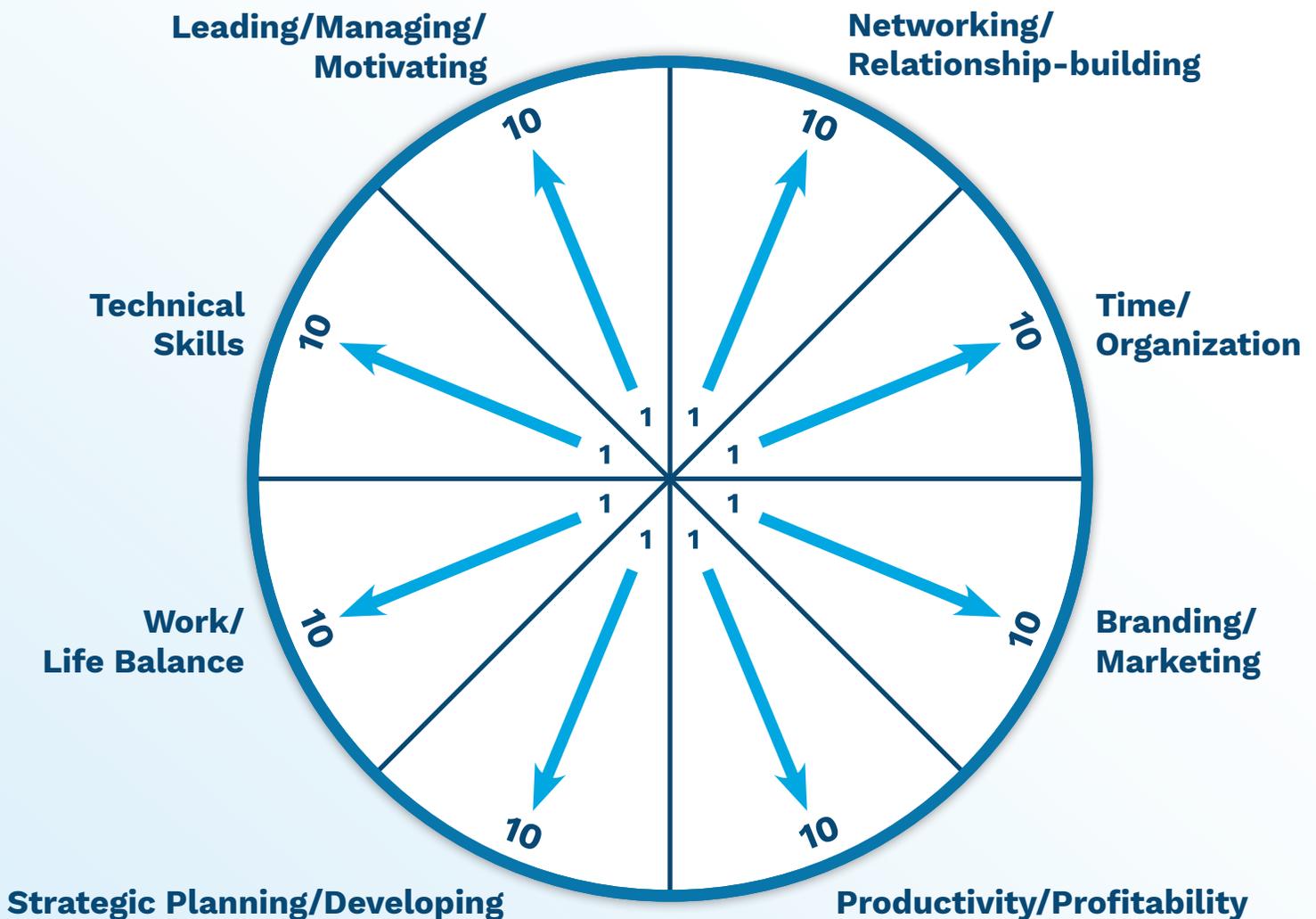
1. Welcome and check-in.
2. Explain how this discovery call will go today. This is a “getting to know each other” call and that at the end of the call each can determine whether to proceed or not.
3. Inquire about Mentee story and what led them to consider this program. Briefly discuss what they are looking for as success as a result of our 6 months working together.
4. Outline mentor’s background. Explain about Mentoring and how my background, experiences and training will be fully available to you. Explain what mentoring will look like – will the mentor just respond to questions? Ask questions of their own? Proactively provide resources? Or wait to be asked?
5. Discuss confidentiality and security.
6. Explain how we will design our alliance:
 - a. Confirm that initiative and change always comes from Mentee
 - b. Discuss “how do you want to be mentored?” Discuss boundaries & preferred communication styles.
 - c. Grant the relationship power. It is not the mentor’s experience that will help the mentee; it is being in the relationship that will move the mentee forward. You grant the relationship power by being fully forthright, open, and honest. You agree to accept our failures and frustrations. I grant the relationship power by making it a safe container, without judgment and by challenging you to be more than you may think you can be.
 - d. Expect and allow mistakes and “do-overs” by each of us.
7. Discuss how the calls will go, explain about challenges, goals and homework, and remind the Mentee about the ups and downs of the process.
8. Explain the Mentoring Program Forms and that Mentee will keep a running Program Activity Log with target dates for Mentee challenge commitments. Mentee will fill out and email log to Mentor at the end of each call. Mentee to acknowledge status of challenge commitments prior to subsequent meeting.
9. Confirm that we will set up firm dates and times for the call appointments.
10. Note the impact of vacations, late or missed calls, and other changes in scheduling that may arise. Request at least 48 hour notice of changes.
11. Talk about the issue of commitment, discuss being human, and explain while that learning and change may take time, the foremost intent of this Mentoring program is to move the Mentee forward towards their objectives and goals.
12. Inquire on mutual agreement to continue with full Mentoring Program.
13. Thank the prospective Mentee.

Professional Balance Wheel

Select a number from 1 - 10 for each segment that indicates your satisfaction.

- 10 = completely satisfied
- 1 = completely dissatisfied

Mark the number where it belongs on the continuum in each segment. Finally, draw a line around the circle to connect the numbers. How do you feel about your wheel?





Professional Goals Commitment

Write your top 5 goals below. Remember to make your goals SMART (**S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**imed). Then, note how achieving that goal will positively impact you. Lastly, list the skills, experience and outside resources you will use to help you achieve the goal.

Next Level Steps: Create your own actions plans for weekly/monthly activity that will move you forward

I will Achieve	by (date)	What It Will Do for Me	Resources/Skills/ Experience That Will Help



Professional Goal-Setting Worksheet

Using a completed Professional Balance Wheel, prioritize the areas in order of importance to you. Then identify concretely what you'd like to achieve within each area. If you need help, ask yourself the following question:

What will be different when I'm significantly more satisfied with this area and what will be the result/benefit?

Then, prioritize the results or goals within each area. Lastly, review all the areas & desired results. Select up to 5 (total) that provide the most benefit.

Next Level Steps: Use the Professional Goals Commitment form to note the goal, the result/impact, and the skills/experience/resources you will use to achieve the goals.

Leading/Managing/ Motivating

Priority # _____

Concrete Results:

Networking/ Relationship-building

Priority # _____

Concrete Results:

Time/ Organization

Priority # _____

Concrete Results:

Branding/ Marketing

Priority # _____

Concrete Results:

Productivity/ Profitability

Priority # _____

Concrete Results:

Strategic Planning/ Developing

Priority # _____

Concrete Results:

Work/Life Balance

Priority # _____

Concrete Results:

Technical Skills

Priority # _____

Concrete Results:

Other

Priority # _____

Concrete Results:



Strengths & Challenges

Everyone has strengths that support achievement and challenges to overcome. Below identify both your challenges and your strengths. Rate each based on the impact it has on you:

- 10 = Greatly impacts me, has a lot of “power”
- 1 = Very little impact, has weak “power”

Strategize how to meet your goals using the best of your strengths. Minimize the impact of key challenges with personal improvement steps or tap resources that provide what you need.

Strengths

Connection Skills	_____	Accuracy/Precision	_____
Inspirational Skills	_____	Proactivity	_____
Motivation/Drive	_____	Intuition	_____
Strategic Skills	_____	Risk Management	_____
Time/Organization	_____	Flexibility	_____
Creative Abilities	_____	Attention to Detail	_____
Positive Attitude	_____	Resilience/Perseverance	_____
Empathy/Caring	_____	Stability/Consistency	_____
Listening Skills	_____	Confidence	_____
Speaking Skills	_____	Assertiveness	_____
Quality/Results	_____	Problem-Solving	_____

Challenges

Procrastination	_____	Resistance to Change	_____
Perfectionism	_____	Criticism of Others	_____
Distractibility	_____	Fear of Failure	_____
Negative Self-Image	_____	Aggression	_____
Conflict Avoidance	_____	Passivity	_____
Impatience	_____	Resistance to Input	_____