

Indiana Section PGA Apprentice Mentor Program

Dear Indiana PGA Mentor,

Thank you for your support of the Indiana Section PGA Apprentice Mentor Program and embracing the mission to Serve our Members and Grow the Game. This program is designed to support our current apprentices throughout their time in the Indiana Section PGA and to provide guidance with regards to their professional development.

This guide has been made available for you to utilize during the mentoring of your apprentice. It will explain your role as a mentor and will give guidelines and dates for mentoring benchmarks.

Any questions or concerns about this guide or the program in general can be sent to Tony Pancake or Kyle Lundy. We sincerely appreciate your willingness to support this critical program.

Sincerely,

Tony Pancake, PGA
Indiana Section President
tonypancake@crookedstick.org
317-430-2061

Kyle Lundy, PGA
Indiana Section Apprentice Committee
klundy@concertgolfclubs.com
219-395-5200

Program Goals

- Assist with the professional development of Indiana PGA apprentices.
- Provide networking opportunities for current Indiana PGA apprentices and PGA members.
- Inspire, inform, guide, encourage, support, and grow the Indiana Section PGA.

Program Outline

The Mentor Program will pair apprentices and mentors through the process of obtaining membership with the PGA of America. It is our hope that you as a PGA member can utilize this guide to help lead your apprentice.

The PGA Member mentor will follow the enclosed program guidelines to help their apprentice with his/her professional development. The program is based on setting realistic goals and plans of action to achieve those goals. Each mentor can expect to commit approximately 7 total hours or more of his/her time for each apprentice. This is broken down in the program guidelines.

Program Guidelines

All mentors should follow these guidelines closely. This will ensure a consistent experience for all apprentices participating in the mentor program. The guidelines will provide a sound framework from which mentors can begin to help their apprentices in achieving their professional goals.

The program cycle will begin each spring as apprentices begin their golf season in the Indiana Section PGA. Due to the seasonality of golf in Indiana, this program cycle will benefit most all apprentices in the Indiana Section PGA.

Step 1 – Initial Interview with the apprentice (1 hour conversation)

Completed by: April 15th

Goal: Get to know your apprentice.

Once mentors have identified their apprentice, it will be the mentor's responsibility to reach out and make the initial contact for the program. This should be a meeting that takes place in early April. The purpose of this meeting is to allow the mentor to introduce him/herself, and to begin to build a relationship with the apprentice.

The mentor will discuss the program with each apprentice and will begin to discuss goal setting. A discussion about the apprentice's upcoming job for the season should take place. Mentors will challenge their student to develop several goals for the upcoming golf season. These goals and plans of action to accomplish them will be discussed in the second meeting. The apprentice will develop his/her goals and email them, along with a current resume or portfolio, to their mentor before the second meeting.

Step 2 – Resume and/or Portfolio Review and Prep (1/2 hour)

Completed by: April 30th

This step takes place before the second meeting. The mentor will make sure that the apprentice has submitted the requested materials. Mentors will review the apprentice's resume and/or portfolio and skill sets and make notes about goals the student may be able to accomplish or improve upon during their upcoming golf season. Mentors should be well prepared before setting up the second meeting.

Step 3 – Goal Review & Plan of Action (2 hours)

Completed by: May 20th

Goal: Finalize the student's goals and develop plans of action with set deadlines.

The second meeting should be made approximately 3-4 weeks after the initial meeting.

This meeting should focus on the apprentice's career goals and mentors should work with them to establish plans of action to reach those goals. Creating S.M.A.R.T. goals with deadlines for completion is essential to the program. This will ensure that the apprentice will work towards his/her goals and will also ensure that mentors will follow up with their apprentice.

Step 4 – Follow Up and In-Season Check-In (1/2 hour once per month)

Goal: Check in with the apprentice to see how they are progressing towards achieving their career goals that were laid out in the Spring.

Goal: Support the student through the golf season in their position.

After mentors have worked with their apprentice to establish goals and plans of action, it is important to check in to determine the apprentice's progress. This should be organized around deadlines for the plans of action that were set up during goal formulation.

Check in with your apprentice to review and discuss his or her experience in their current position. Provide support for your apprentice and give job performance advice where appropriate.

Step 5 – The Final Meeting and Wrap – Up (1 hour)

Completed by: October 31st

Goal: Provide feedback on the apprentice's job performance. Also make sure that each initial goal is reviewed and the success or failure to achieve each goal is discussed.

Timeline

April 15 th	Initial Interview with Apprentice	1 hour
April 30 th	Resume and/or Portfolio Review and Prep	½ hour
May 20 th	Goal Review & Plan of Action	2 hours
June 1 st	Check-In Meeting	½ hour
July 1 st	Check-In Meeting	½ hour
August 1 st	Check-In Meeting	½ hour
September 1 st	Check-In Meeting	½ hour
October 1 st	Check-In Meeting	½ hour
October 31 st	Final Meeting and Wrap-Up	1 hour