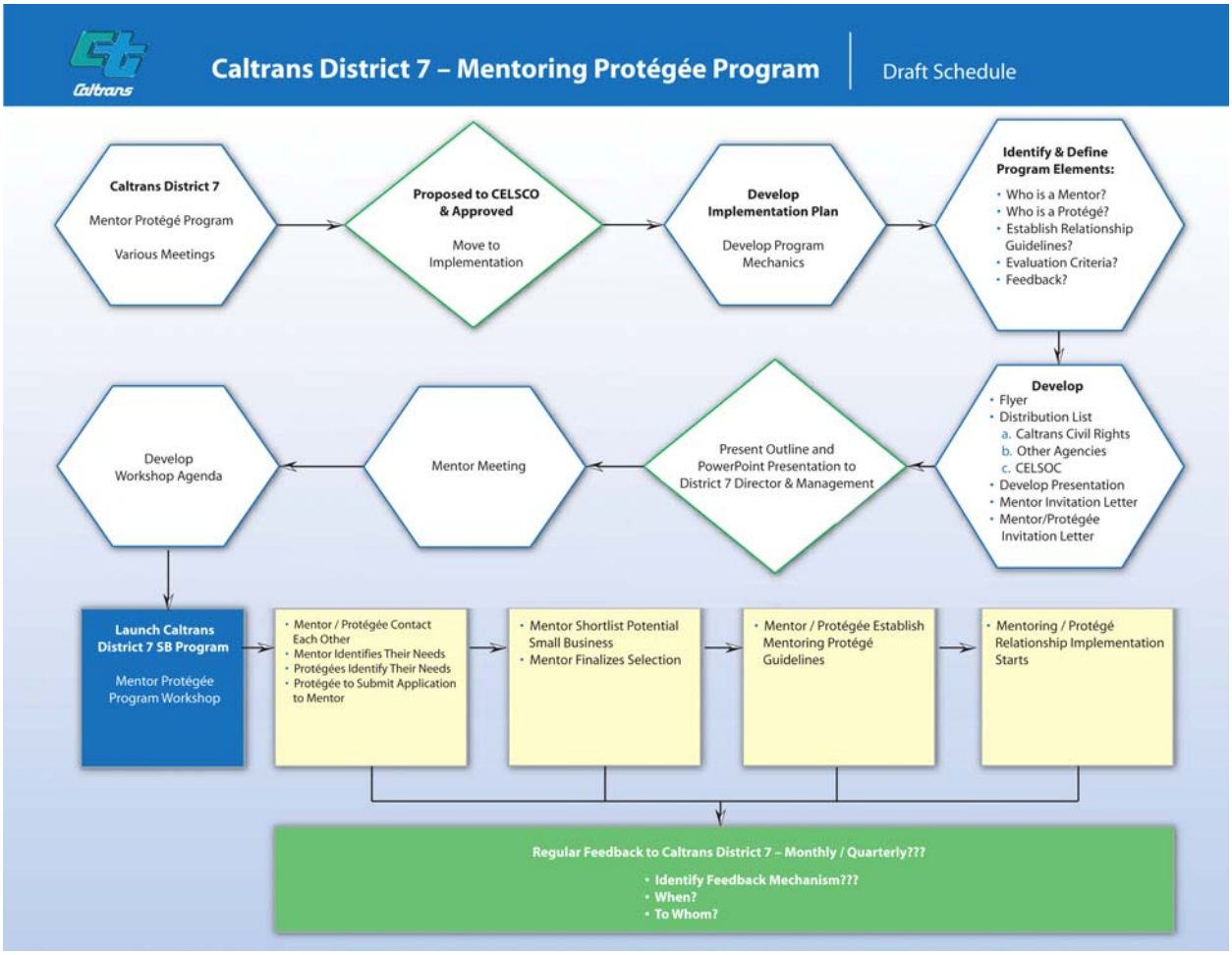
Caltrans District 7 – Mentoring Protégée Program
Draft Schedule
Caltrans District 7
Mentor Protégé Program
Various Meetings
Proposed to CELSCO & Approved
Move to Implementation
Develop Implementation Plan
Develop Program Mechanics
Identify & Define Program Elements:
• Who is a Mentor?
• Who is a Protégé?
• Establish Relationship Guidelines?
• Evaluation Criteria?
• Feedback?
Develop
• Flyer
• Distribution List
a. Caltrans Civil Rights
b. Other Agencies
c. CELSOC
• Develop Presentation
• Mentor Invitation Letter
• Mentor/Protégée Invitation Letter
Present Outline and PowerPoint Presentation to District 7 Director & Management
Mentor Meeting
Develop Workshop Agenda
Launch Caltrans District 7 SB Program
Mentor Protégée Program Workshop
• Mentor / Protégée Contact Each Other
• Mentor Identifies Their Needs
• Protégées Identify Their Needs
• Protégée to Submit Application to Mentor
• Mentor Shortlist Potential Small Business
• Mentor Finalizes Selection
• Mentor / Protégée Establish Mentoring Protégé Guidelines
• Mentoring / Protégé Relationship Implementation Starts
Regular Feedback to Caltrans District 7 – Monthly / Quarterly???
• Identify Feedback Mechanism???
• When?
• To Whom?