

Tiffin University MBA: Individual Career Development Plan For Mentoring Partnerships

Mentor: _____Christy Catoe_____

Mentee: ___Amanda Brown_____

Short term goals (what mentee plans to accomplish in several months):

There are several things I'd like to accomplish in the months of my internship: learn more about working at an arena, experience with premium clientele, group sales (especially for family shows), gain more experience in 'crisis' management/problem solving in a different setting than what I'm used to, understand all the involved parties/staff for an arena event, exposure to event management.

Steps to take to meet short term goals:

Everyday interactions and during events will allow me to learn more about working at an arena, direct interaction with suite holders and premium clients during events, working with fellow intern to sell group tickets to athletic/church/community groups, shadow event staff during available times

Mentor's suggestions/guidance for short term goals:

Christy encouraged me to help with different event load-ins to see the event side of things beyond the actually show (Red Hot Chili Peppers on April 19), don't be afraid to ask to be involved or see how something works or help with a particular task that I want to learn more about.

Steps mentee will take before next meeting with mentor:

Develop a plan of action to achieve these goals in remainder of internship, including a schedule based on shows and office hours. When shadowing other departments, be inquisitive and gather as much information as possible to learn about their role.

Date Discussed

3/28/2017

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Medium range goals (1-3 years):

In the next 1-3 years, I am looking to make the next step in my professional journey, which utilizes my graduate degree. I also want to expand my network in areas that I'm unfamiliar with but have an interest in.

Steps to take to get there:

Network, volunteer at local (and surrounding area) events, research certifications that may be of value, attend conferences, apply for jobs and take full advantage of resources to help in the process (contacts, LinkedIn).

Mentor's suggestions/guidance:

Christy suggested a heavy focus on networking, something that you can never stop doing. She said that you always want to be connected and top of as many minds as possible.

Long range goals (3-10 years):

I have big aspirations for my long-term goals, with multiple paths I would be interested in pursuing. These include becoming a conference commissioner, director of events at a university, or become an executive director of an athletics non-profit association.

What options does mentee have to consider in order to reach those goals?

I need to gain broader experience in more aspects besides events/operations, especially development and fundraising. I need to have a more expansive network at all levels (community, campus, conference), and potentially additional certifications (ex. CMP).

Mentor's suggestions/guidance for long range goals:

Christy highly emphasized gaining experience in fundraising because not only is it necessary to many jobs but it is also a valuable skill to have that will make me much more marketable. She again stressed the importance of always developing, nurturing, and expanding my network.