

SITE Qualities for

A **ADVISORS IN**
ACTION

1. VISION

Leading means having a vision and sharing it with others. When you get to inspire others, it's possible to share a common goal to direct the efforts and dedication of the entire team.

2. MOTIVATION

The leader knows how to motivate better than anyone else—it is one of their main functions as people managers. Through motivation, the leader channels the energy and professional potential of their coworkers, to achieve the objectives.

3. SERVING

The leader is at the service of the team, and not the other way around. Group members must have and feel the support of their leader, the tools needed to do their jobs properly must be available to them, they must have recognition for their efforts, and know that there is a person paying attention to correct bad habits. That is all part of a leadership which serves the team, and not the opposite.

4. EMPATHY

One of the basic qualities of any leader seeking success is emotional intelligence, the ability—often innate—that makes leaders put themselves in the place of others, understand their concerns and solve problems. Advisors know the secrets of their businesses and therefore can empathize with customers and members of their teams—that empathy gets to inspire and establish links that will ultimately lead to success.

5. PROACTIVE/INITIATIVE

The definition of leadership also must include initiative and a proactive approach. Good leaders can create an environment that will encourage all the members to problem solve and accomplish tasks before they are due. They also seek to help others without being asked so that they can contribute to the common project and vision of the company. If you want to lead successfully, respect the initiative of others.

6. LEADING FROM WITHIN

A good leader sets the bar high for their people, because they want to reach goals and make the best of their teams both personally and professionally. A leader must know how to listen, to know the needs of the people, and then provide the necessary time and resources for them to do their job properly, and therefore meet what is demanded of them.

7. MANAGING

The leader must be at the forefront to lead and guide their team throughout the whole process until the goal is reached. But besides being that “torchbearer,” leaders also know when to step back and make their team take initiative. In this way, the team gets the chance to develop, both personally and professionally. Pure management focuses on the tasks, real leadership focuses on the people.

8. TEAM-BUILDING

True leadership is about working in a team to reach a common goal. People management is one of the most difficult tasks faced by leaders. Thanks to a positive attitude—essential in good leaders—and the trust in their workmates, people get better results. Team-aware leaders take responsibility when something is wrong and reward the group after a job well done.

9. TAKING RISKS

The leader is the one responsible for taking the risks that others are not willing to take. They are confident enough to decide, and if they make a mistake, the leader must have the courage to rectify, assume their guilt and take the right path, without blaming it on the team. Good leaders know how to get ahead of their time, they see opportunities where others can't and know how to spread the enthusiasm for their vision to try to make it real.

10. IMPROVING

Seeks continuous improvement. Leaders can turn the people on their teams into stars, people who have improved and developed their skills through the influence of their leader.

The definition of leadership has nothing to do with the hierarchy or position of anyone in the company—it has nothing to do with imposing views but with listening to those who know.

Leadership is the attitude assumed by those looking for something different, who are committed to achieving a goal and whose conviction they manage to transmit to others through

PURPOSE OF ADVISORS IN ACTION PROGRAM

The purpose of the Advisors in Action program is to have two-way personal and professional development for SITE members administered by the Women in Leadership committee within SITE. The program will aim to enhance leadership skills, provide a broader understanding of the incentive travel industry and provide a structured process to help fulfill a variety of needs.

KEY VALUES

- Advising is a partnership and a trusting relationship
- This program will benefit both parties, SITE and the organizations they work in
- Trust, respect, integrity and commitment are key to having effective mentoring partnerships

PROCESS FOR ADVISORS IN ACTION

1. Young Leader advisor must complete the one-page application and the application, which must be accompanied by a referral letter from their immediate boss and one other person. Each advisor must be a SITE member.
 - a. Referral letter should include why this person would be a good fit for the Advisor in Action program and include at least two examples of the listed leadership qualities.
2. A committee from SITE Women in Leadership will review all applications and select and pair the Advisors in Action. Advisors who participate will learn from each other.

3. The Advisors in Action should be prepared to set a schedule during their first meeting. At a minimum, we require six meetings—one every other month, with at least one meeting in person. Notes, including goals and accomplishments, should be taken by each advisor and provided back to the committee no later than the last day of the month. See note guidelines below.
4. An evaluation will be taken every year with a blind survey to all Advisors to provide feedback on how the program/process can be improved.
5. An annual update will be required by the mentee for two years following the program, so we can track success. You may be asked to sit on a panel discussion or to provide feedback for an interview as part of the program.

EXPECTATIONS OF ADVISORS IN ACTION

- Set aside time for meetings as designated, a minimum of once every other month
- Set a professional development plan and work together to develop goals, activities and timelines to guide the process
- Talk together to understand strengths, weaknesses and interests
- Track progress
- Regularly communicate
- Challenge each other and be open to new challenges
- Be candid and honest with feedback

REQUIRED DOCUMENTATION GUIDELINES

Initial Meeting

1. Goals for Advisors in Action program—personal and professional:
 - a. List of goals with defined activities
 - b. What is your future vision?
 - c. List your strengths and weaknesses
 - d. Timeline
 - e. Commitment to the program
2. Set frequency of meetings and schedule them for the year
3. Recap what each other learned today and what to read/focus on for next meeting
4. Initial recommendation is for a one-year commitment

Each subsequent meeting should include leadership quality and discipline in the industry being focused on, accomplishments and learnings.

Remember, you are required to provide the framework and accomplishments

CONFIDENTIALITY

The conversation between the Advisors is kept confidential. Both the Advisors and Mentees must agree upon any information that will be discussed outside the Advisors in Action partnership. Exceptions made are with the mandatory reporting rules.



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APPLICATION FOR SITE ADVISORS IN ACTION PROGRAM

1. **Name:** _____
2. **Current Place of Employment:** _____
3. **Years in the meetings and events industry:** _____
4. **Current employment discipline (i.e.: PCO, hotelier, DMC, etc.):** _____
5. **Reason for wanting to participate in the program and or areas you want to learn more about:**

6. **List 2-3 personal goals:** _____
7. **List 2-3 professional goals:** _____
8. **What are your expectations in being a part of the Advisors in Action?** _____

9. **Current industry involvement:** _____

Once complete, please submit via email to
Michelle Mariani at Michelle.Mariani@Belmond.com