

CAPIO Mentorship:

How it works

- Applications will be accepted from January to March annually
- The official program will run annually from April 2 to March 31, with the opportunity for the mentee/mentor to meet in person at CAPIO's conference held each April in various locations across the state
- Mentor/mentee pairs will meet four times over the year (in person, by phone or video chat) for at least one-hour each time
- Participants will be matched to the best extent possible based on location, industry, experience and desired outcomes
- Each pair will be provided a \$100 budget from CAPIO to ease the cost burden of in-person meetings. This budget may be used for travel expenses and meal reimbursements only. Otherwise, participants are expected to cover their own expenses associated with their participation in the program
- While CAPIO's Mentorship Program organizer will check in periodically with participants, participants are ultimately responsible for the success of their mentoring relationship
- If a participant feels, at any time or any reason, that the mentoring relationship should end, CAPIO's Mentoring Program organizer will support this decision and work with participants on appropriate next steps
- To support continuous program improvement, participants will be asked to provide feedback during and after the program



About CAPIO

CAPIO is a professional association serving nearly 600 public sector communicators in California. While many communication principles are universal, government communicators face unique requirements, challenges and demands from their communities and stakeholders. At CAPIO, we help our members develop and advance as communication professionals to meet the needs of their agencies.

capio.org | 1-844-CAPIO55

CAPIO Mentorship Program Contact Information

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CAPIO Mentoring Program



Program Overview

CAPIO is committed to providing our members with ongoing learning and development—which is key to our members' success. One of the most important development opportunities to help our members continue to advance in the profession is mentorship.

CAPIO's Mentoring Program was developed to help foster the growth of our members through two-way learning between a member and a mentee. Mentees in CAPIO's program have direct access to seasoned communication professionals from across the state and from varying backgrounds. These mentors are experts in key areas of interest deemed fundamentally important to the profession and are willing to be a resource that facilitates learning and growth for the mentee.

Additionally, this relationship also benefits the participating mentors by providing opportunities to expand their leadership skills, share their experiences and insights, and learn from the experiences of their mentees.



CAPIO's Mentoring Program has outlined the following expectations for mentors and mentees. These guidelines have been established to help foster the most meaningful partnerships possible.

EXPECTATIONS OF MENTEES

- Make the initial contact with his/her mentor and schedule all meetings
- Identify overall outcomes he/she hopes to attain with the support of his/her mentor
- Prepare and provide an agenda to his/her mentor in advance of each meeting
- Follow through on commitments and goals set during meetings
- Be receptive to feedback and coaching from his/her mentor
- Take advantage of the opportunities and advice presented by his/her mentor

MENTEE QUALIFICATIONS

- Maintain an active CAPIO membership for the duration of the program
- Have a desire to learn from a mentor
- Have ambition to succeed
- Have a passion for government communications
- Be committed to establishing and working toward goals with a mentor



EXPECTATIONS OF MENTORS

- Understand his/her mentee's desired outcomes and prepare for meetings accordingly
- Act as a resource by sharing his/her experiences, knowledge and wisdom with his/her mentee
- Help mentee establish goals
- Challenge his/her mentee to think and analyze options
- Offer advice to guide his/her mentee in reaching his/her professional and personal goals
- Provide constructive and meaningful feedback

MENTOR QUALIFICATIONS

- Maintain active CAPIO membership for the duration of the program
- Have at least 10 years of expertise in government communications
- Have a desire to share your knowledge and experience with a mentee
- Be willing to commit time and energy to the partnership
- Have a passion for government communications