



IPMI CAPP Mentee Program Welcome Guide

CAPP Mentoring Program Mission Statement: To strengthen leadership skills and to provide support and guidance to future CAPP credentialed leaders as they go through the process of becoming a CAPP.

Goals:

- To provide support and guidance through interactions and offer professional development recommendations to prospective CAPPs.
- To promote leadership consistent with the CAPP Code of Ethics.

What is a mentor?

- A mentor is someone who provides “guided autonomy” to another CAPP either formally or informally. Encourages the mentee to develop their own goals, ideas, hopes, and aspirations. In doing so, assists the mentee in going outside of their comfort zone”, in identifying professional issues, opportunities and barriers. The mentor suggests and can at times, provide varied learning opportunities to the mentee.
- Being a mentor gives one renewed confidence in their own professional knowledge, skills and abilities. By helping others reach their professional goals, mentors understand that they can in fact reach goals they have set for themselves. Mentors also realize that they can participate in a program that will allow them to leave a positive legacy with the Association.

What is a mentee?

- Someone who is aspiring to become a CAPP to acquire knowledge and professional skills. They seek encouragement from other CAPP credentialed professionals in the Association membership who they may not normally interact with. They also are interested in learning industry best practices. Mentee can use this program to explore and attain opportunities for career and personal development.

Mentor requirements:

- Must be a current, active CAPP.
- Complete the mentor application.
- Create mentoring goals indicated on the IPMI provided Meeting Log.
- Complete the IPMI Meeting log.
- Complete the assessment once the formal goals have been attained and the formal program relationship concludes.

Mentee requirements:

- Anyone interested in becoming a CAPP
- Can fulfill the requirement of the Mentoring Program.

Mentee Do's

- Invest time in the process.
- Get to know your mentor.
- Know what you want from the relationship.
- Be dependable and consistent.
- Request and attend your meetings.
- Be familiar with the CAPP Resources and Application process.
- Ask your mentor questions!
- Adhere to the CAPP Code of Ethics.
- Be receptive and responsive to feedback.
- Clarify your goals with the mentoring relationship
- Communicate.
- To agree to work with a mentor for a minimum of six months and a maximum of 18 months.
- A minimum of two hours per month must be set aside to:
 - prepare for meetings, and
 - meet with your mentor.

Mentee Don'ts

- Let the mentor create your goals.
- Miss scheduled meetings.
- Be a no show.
- Should have's or I told you so.
- Expect your mentor to find you a job.

Goals

- Set a small number of SMART (Specific, Measurable, Attainable, Realistic, Timely) goals and discuss the goals so that both the mentee and mentor feel they are realistic and achievable
- Meet with the Mentor on attainment of those goals a couple times a month as a progress and possible next steps action
- Use the [CAPP Resources](#) on the parking-mobility.org website

Evaluate

- Set a specific date for the last formal meeting before completing the program evaluation.
- Once the formal end goal is reached the mentor and mentee will complete the program evaluation within 3 weeks.

Be yourself and enjoy this opportunity!

For questions or concerns contact capp@parking-mobility.org.