

Our mission is to increase the competitiveness and capacity of small public works firms in Washington by fostering mentor-protege relationships.

Capacity Building Mentorship Program

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Program Overview

- Partner Agencies provide oversight
- Mentors provide growth expertise
- Proteges drive their growth
- Program administrators provide structure



Program Overview

Intake

Pairing

Routine
Meetings

All about mentors

- Expectations
 - Committed for two years
 - Provide hands-on assistance via document mentor strategy in the protégé's development plan
 - Provide feedback on quarterly and annual surveys
- Criteria
 - Willing to commit a corporate officer as a mentor
 - Good financial standing
 - Committed and capable of providing support in requested areas of service

All about proteges

- Expectations
 - Being “mentor ready” is key
 - Two year commitment
 - Work to development plan
 - Implement mentor suggestions
- Criteria
 - WA state business
 - Perform public works
 - In business 3 years
 - Good financial standing
 - Experience with government contracting

Getting Started: Intake

Mentors

- Areas of expertise
- Areas you can support
- Ideal proteges
- 30 minute meeting

Proteges

- Confirm program alignment
- Deep dive assessment
- Confirming mentor ready
- 2-3 hours of meetings and emails

Pairing Process

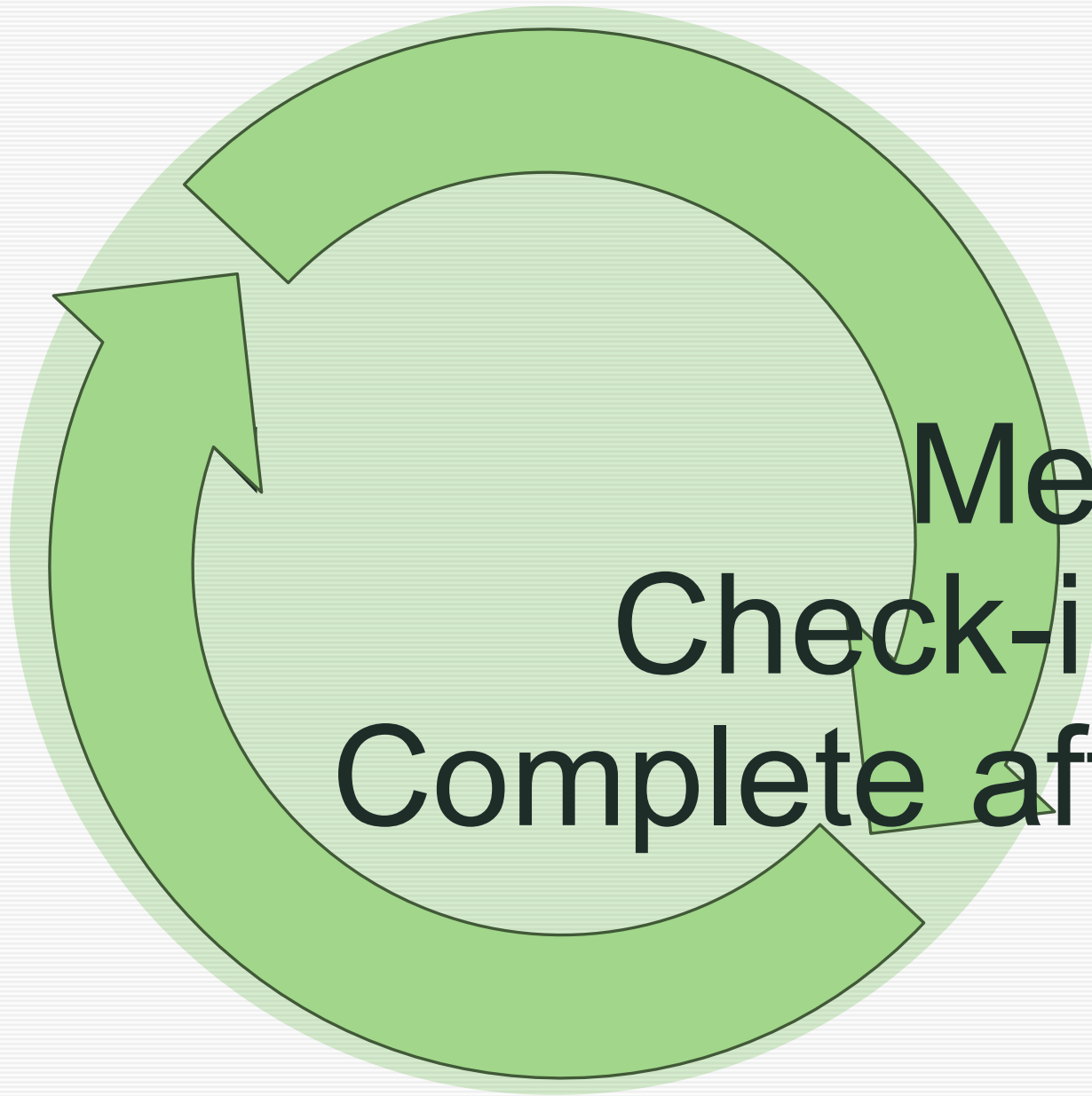
Intake → Draft Program Goals → Protégé Validation → Paper Review and Fit → Meet & Greet

- Intake process
- Draft program goals
- Protégé validation
- Paper review and fit
- Meet and Greet

A stylized illustration of a man and a woman holding a large trophy together. The man is on the left, wearing a suit and glasses, and the woman is on the right, wearing a patterned dress. They are both smiling and looking at the trophy. The background is a dark gray gradient.

Program Guardrails: Administration

- Every partnership is guided by a memorandum of understanding and a development plan
- No fault opt-out
- Admin is your advocate – we want a great outcome for both mentors and proteges



Meet monthly
Check-in quarterly
Complete after 2 years

Maintain Momentum

- Meet as an admin, mentor, protégé group every quarter
- What did you accomplish
- What's your plan
- Where can I help

Keeping reporting simple

- We do admin so you can do/get mentored
- Quarterly surveys, with a longer annual one
- Our goal is 100% survey participation

Adding Value

- Always looking to make the program more valuable to both mentors and proteges
- Recent enhancements
 - Mentor Protégé Showcase
 - Slack channel
- Other ideas we are considering
 - Structured knowledge sharing sessions
 - Mentor showcase
 - Protégé showcase
 - "Ask me anything" sessions with agency partners

Want to learn more?

- Visit www.capacitymentorship.com
- Drop your email in the chat and I'll send you our one page summary
- Meet the initial intake criteria? [Set up a meeting](#) with me to confirm.