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| **Purpose** | **Manager Mentor** | **MCMI Participant** |
| Connection before Content—we know that connecting personally will strengthen the professional work | Manager receives name of MCMI participant and information about their desire to complete a MAP (Management Application Project).  | MCMI will be sent information from ICMA identifying the mentor who will work with them throughout the program. |
| This is a 12-18 month commitment.Participants usually begin at a regional meeting and may be able to personally connect with their mentor at regional meeting or annual conference if distance makes it hard to connect in person otherwise. | If participant is a member their background information will be available in who’s who. If not a member ICMA will forward information from the MCMI application. | Participant should read Who’s Who about manager if they are an ICMA member-otherwise the manager mentor will need to share background |
|  | Manager contacts MCMI participant by phone or email to welcome them to program and introduce oneself as mentor and to learn about MCMI participant.  |  |
|  | What does the MCMI participant hope to gain from participation in the program?What does the MCMI participant hope to gain from the mentoring relationship? | In an orientation session participant will be asked to prepare to share expectations for the program and the mentor relationship |
|  | How often and in what form will connection with the mentor and participant work best for both? |  |
| Recommendation of MCMI Advisory Group—no less contact than once per quarter if not doing the MAP. Once a month when supervising the MAP. | Recommendation: Set specific times and dates for connection in 3 month periods. Discuss what a reasonable notification time period is if one or both need to reschedule. |  |
| MAP-original purpose is to allow opportunity to apply what they learned in the MCMI and to benefit their organization, community or region I some way as well as write up the MAP for inclusion on the ICMA Knowledge Network |  | Participant should identify possible projects and discuss them with mentor—the mentor will be the one to approve the project and to approve the project completion in order for the participant to receive 6 months credit toward credentialing |
| Management Application Project Guidelines-tips |  |  |
| Project should be something they can use in their career-it should be useful to them in their job, even if it isn’t part of their direct job |  |  |
| Project should be useful-stretch themselves-they need to get buy in for the project from their bossShould build skills to help with their future career goals |  |  |
| The paper they need to write for inclusion in the Knowledge Network  is very importantShould require a bit of research-get them thinking; have them review literature |  |  |
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