

MENTORING PARTNERSHIP GUIDELINES AND DISCUSSION GUIDE

Your Mentoring Partnership is the key element of the Leadership Development Program that links business and program activities to your personal growth. Using this discussion topic guide will facilitate those links throughout your first year. This is a Mentoring Partnership—both partners are equally responsible to ensure a meaningful learning experience for both.

Overall guidelines:

1. Partners' choice on times for discussion sessions.
2. Partnership is formal for twelve months; after that, partners' choice. (Partners will be moving on to other Mentoring Partnerships.)
3. Discussions need only be in person if and when it's possible. Don't let distance be a barrier! Allow one to two hours per month.
4. Tie learning experiences to on-the-job performance! See Discussion Questions at right.
5. Be prompt and prepared for sessions. Keep rescheduling to a minimum.
6. Discuss each recurring topic at least twice.

Discussion Format

The discussion format for **all** topics: (Use past tense when appropriate.)

- *What do you need and want to learn from this experience?*
- *What is the potential to leverage this learning?*
- *How's it going? What are you learning? In what skills, knowledge, or abilities are you growing?*
- ***HOW ARE YOU APPLYING IT? (Challenge each other here to reach the highest potential of making the learning make a difference—for you and for the business.)***

Recurring Monthly Topic Selections

1. ___ ___ Stretch activities on-the-job.
2. ___ ___ Business team assignments.
3. ___ ___ Coaching and motivating others; both low and high performers.
4. ___ ___ HBDI assessment and resulting development plan.
5. ___ ___ Relationship effectiveness.
6. ___ ___ Development goals.
7. ___ ___ Simplification, 80/20 philosophies.
8. ___ ___ Continuous improvement philosophies.
9. ___ ___ Career Planning.
10. ___ ___ Work-life balance.
11. ___ ___ Diversity philosophies and/or training.
12. ___ ___ Company's financial strategies and philosophies.
13. ___ ___ Basic Leadership course learnings. (teamwork, communication, taking risks, your Dimensions of Leadership Profile, Customer-Focus, and HR programs and strategies.)
14. ___ ___ University/External course learnings.
15. ___ ___ Networking Opportunities internally and externally.
16. ___ ___ Ethical decision-making. (See month #3.)
17. ___ ___ Company's culture. What are the attributes? Which should be retained? Which may need to change to support business strategy?
18. ___ ___ Share "teachable points of view." (See Leadership Profile for discussion starters; see month #7.)

Pre-training

1. Herrmann Brain Dominance Profile (HBDI)
2. Leadership Assessment Tool.

Training **Date:**

1. Mentor training conducted by LifeQuest Coaching & Consulting.
2. Post training phone call or some way to stay in touch. Set first appointment.
3. Complete draft of your Mentoring Partnership Action Plan.

Month One **Date:**

1. Finalize mutual goals drafted in training.
2. Exchange of resumes or similar personal profile may aid get-to-know-you goals.

Month Two **Date:**

1. Discuss biggest challenge facing today in your jobs.
2. Recurring topics.

Month Three **Date:**

1. Review action plan progress.
2. Discuss a time when you took a big personal risk.
3. Discuss the right decision vs. the easy decision.
4. Recurring topics.

Month Four **Date:**

1. Choose a leadership reading to be discussed next month.
2. Recurring topics.

Month Five **Date:**

1. Discuss the reading. Contrast and compare the leadership message to one of the pre-readings.
2. Recurring topics.

Month Six **Date:**

1. Complete the 6-month evaluation.
2. Review action plan progress.
3. Recurring topics.

Month Seven **Date:**

1. Tell a "leadership story." Something you've learned about leadership from a personal experience.
2. Recurring topics.

Month Eight **Date:**

1. Discuss a community issue.
2. Recurring topics.

Month Nine **Date:**

1. Review action plan progress.
2. Recurring topics.

Month Ten **Date:**

1. Discuss a workplace issue around gender.
2. Recurring topics.

Month Eleven **Date:**

1. Discuss a workplace issue around race.
2. Recurring topics.

Month Twelve **Date:**

1. Complete 12-month evaluation.
2. Discuss a workplace issue around disability.
3. Wrap-up the action plan and decide on personal goals for the future.