

**Mentoring Discussion Guides**

***First Meeting: Get to Know You***

Purpose: Get to know each other personally and professionally. Discuss mentee development opportunities. Outline mutual expectations for this mentor partnership

**Open**

*Mentors are encouraged to answer first.*

* Name, role at work, general work history and tenure
* What do you enjoy most about your work?
* A person or life event that helped shape who you are.
* What you do for fun (something others might not know unless you told them)?

**Discuss**

1. **Get to Know you Template**
2. **Setting Mutual Expectations**

**Scheduling:** How often will we meet? When and where? How will we handle if we need to reschedule?

**Goals:** What do we agree are the goals and initial focus of this engagement? What support does the mentee need?

**Boundaries:** What things will we need to talk about? Is there anything that we should not discuss? What ground rules will we establish around confidentiality?

*Highlight the areas that will remain confidential. Discuss the scope of sharing and any limits. Make honest commitments and consistently honor those commitments.*

**Accountability:** How can we monitor progress? In what ways will we hold ourselves accountable?

**Close**

**Fill In the Blank**: The mentoring program will be successful if \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Commit**: I will complete \_\_\_\_\_\_\_\_\_\_\_\_\_ actions by \_\_\_\_\_\_\_\_\_\_ date.



**Mentoring Discussion Guides**

***Career Advice***

**Purpose**: Share career aspirations and interests. Discuss strategies and considerations to clarify goals. Identify how to build support and make progress

**Open**

*Mentors are encouraged to answer first.*

* What is the best and worst job you’ve had?
* What skills do you wished you developed earlier in your career?
* What are the things you find most rewarding in your career?

**Discuss**

1. **Career Aspirations and Goals**

**Mentee shares career aspirations**: What do I enjoy most about my current role? What future experiences sound most exciting? Where do I hope to be in five years? What is my highest aspiration?

**Mentor shares related experience and insights**: What skills and experiences should you seek to help you accomplish your goals? What “next role” are you targeting? Are you open to a lateral move? What potential barriers should you be aware of? What has worked well for me to advance my career?

1. **Strategize and Seek Support**

**Reflect:** What advice can I apply to my career? How can I manage my career more effectively?

**Prioritize:** Where should I spend my time and energy?

**Plan:** What actions will I take? What support do I need to be successful?

**Close**

**Fill In the Blank**: My career aspirations are important to me because \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Share**: Who should know about my career aspirations? How and when will I discuss with them?

**Commit**: I will complete \_\_\_\_\_\_\_\_\_\_\_\_\_ actions by \_\_\_\_\_\_\_\_\_\_ date.



**Mentoring Discussion Guides**

***CLL and Development Goals***

**Purpose**: Revisit development goals and provide updates on recent activity. Recognize accomplishments and debrief challenges. Chart future development activity

**Open**

*Mentors are encouraged to answer first.*

* What is your biggest work/career achievement?
* What personal attributes/qualities do you think are important for career success?
* How has your field changed in the past 10 years? Where is it going in the next 10?
* If you were given an opportunity to change careers, would you?

**Discuss**

1. **CLL Practices and Development Goals**

**Mentee shares recent activity**: What CLL practices am I actively developing? What have progress have I made? Where have I experienced set backs? What advice can you share to help me be even better in the future?

**Mentor shares recognition and insight**: What have you learned? What was harder than you anticipated? What other feedback have you received? How does this activity connect to your development goals and career aspirations?

1. **Future Development Activity**

**Reflect:** What new insights did I gain from this discussion? What important concepts was I reminded of? What should I do differently in the future?

**Prioritize:** What one or two actions are most valuable for me to focus on?

**Plan:** When and where will I seek this development experience? What support do I need to be successful?

**Close**

**Fill In the Blank**: Progress on my development goals will help me to \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Commit**: I will complete \_\_\_\_\_\_\_\_\_\_\_\_\_ actions by \_\_\_\_\_\_\_\_\_\_ date.



**Mentoring Discussion Guides**

***Networking***

**Purpose**: Braintsorm opportunities to learn more about other functions and businesses within UHG. Identify relationship building opportunities for mentees.

**Open**

*Mentors are encouraged to answer first.*

* What is your biggest work or career achievement?
* What qualities do you look for in the people you lead?
* What tips can you share about work/life balance?

**Discuss**

1. **Learning about Other Functions and Businesses within UnitedHealth Group**

**Mentee shares areas of interest**: What other functions or businesses am I interested in learning about? What roles or experiences would help broaden my experience and build new skills? What roles or skills do I need to achieve my career aspirations?

**Mentor shares feedback and suggested connections**: What have I found useful when networking outside of my business or function? If I were you, I would focus on learning more about \_\_\_\_\_\_ function or business. Who do I know that you should meet with?

1. **Introduction to Other Leaders**

**Mentee and Mentor discuss leaders to network with:** Which senior leader should you know, but don’t have a relationship with? Which leader has a role or experience that you are interested in learning more about? How can I (your mentor) best support you?

**Close**

**Make A Plan**:

* Which two or three leaders will you network with?
* How and when will you make the connection?
* What do you hope to get out of the conversation?

**Commit**: I will complete \_\_\_\_\_\_\_\_\_\_\_\_\_ actions by \_\_\_\_\_\_\_\_\_\_ date.



**Mentoring Discussion Guides**

***Coaching and Guidance***

**Purpose**: Discuss an opportunity or challenge. Share feedback and related experience to navigate successfully.

**Open**

*Mentors are encouraged to answer first.*

* How do you “stay sharp”? (What books do you read, podcasts do you listen to, thought leaders do you follow?)
* How do you reinforce a healthy team culture?
* What tips do you have for leading through change?

**Discuss**

*Mentees - Use the questions below to describe the situation and brainstorm opportunities.*

*Mentors – Use the questions below to encourage self-reflection and share relevant experience.*

1. **Provide Context**

What is the current situation?

What is my goal? What do I want to achieve?

1. **Brainstorm Potential Actions**

What have I already tried? What has worked well?

What CLL practices might help me be even more successful in the future?

What other ideas or actions could help me move closer to my goal?

1. **Make a Plan**

What actions will I commit to?

What outcome am I seeking?

When and how will I make action?

**Close**

**Connect to Your Development**: How does this situation connect with the skills and practices I’m currently developing?

**Commit**: I will complete \_\_\_\_\_\_\_\_\_\_\_\_\_ actions by \_\_\_\_\_\_\_\_\_\_ date.