



Topic: Career Pathing

OBJECTIVE:

Use this discussion guide in navigating dialogue during mentor/mentee meetings.

TOTAL TIME: ~30 MINUTES

Discussion Agenda: The following time standards have been set for this discussion:

Objective – 1 min

Concept Overview – 3 min

Activity Part 1 – 11 min

Activity Part 2 – 8 min

Personal Application – 7 min

WHAT DO YOU NEED?

Sheet of paper, 3x5 card, or something similar (If In-Person)

Post-It Notes

Digital Platform (WebEx, Zoom, etc.) [*if done remotely*]

CAREER PATHING

A Discussion Guide for Mentors & Mentees

PREPPING FOR YOUR DISCUSSION

Write out the following on a sheet of paper, 3x5 card, in your notebook, etc. in advance, for reference during your mentor/mentee conversation.

Page/Sheet #1

- *Things that have beneficial to your career thus far*
- *Experiences that have heightened your skills/expertise.*
- *Cite the names of individuals who have been where you want to go.*
- *Cite examples of when you had to demonstrate your value to others.*

Page/Sheet #2

- *How have you progressed due to your experiences (both vertically and/or laterally)?*
- *What changes have you made in the way you work with others?*

OBJECTIVE - 1 MIN

This discussion will help you navigate conversations on Career Pathing. Career Pathing is a discussion on how to help other progress in their careers and achieve their goals.

This discussion is an opportunity to us to share lessons learned with one another.

CONCEPT OVERVIEW – 3 MIN

Mentor: Share an example of what you have prepared for the discussion as described in the pre-work. (refer to page/sheet #1)

ACTIVITY PART I – 11 MIN

Mentee: Take 1-2 minutes to reflect on the example shared, then take several minutes to prepare your own answers to the questions as described below.

- *Things that have beneficial to your career thus far.*
- *Experiences that have heightened your skills/expertise.*
- *Cite the names of individuals who have been where you want to go.*
- *Cite examples of when you had to demonstrate your value to others.*

Mentee: Now take some time and write down an answer to the question below:

- What new insights did you gain (personally and from the person you cited)?

Now, take 5-7 minutes to share.

ACTIVITY PART 2 – 8 MIN

Mentor: Share an example of what you have prepared for the discussion as described in the pre-work (refer to page/sheet #2)

Describe:

- *How have you progressed due to your experiences (both vertically and/or laterally)?*
- *What changes have you made in the way you work with others?*

Mentee: Record their answers and ask any follow up questions you may have.

PERSONAL APPLICATION – 7 MIN

Mentee: Based on what you've heard today, take a moment to identify a few things you might you start, stop, or keep doing to continue to develop and accomplish your career goals.

Write it in the chat box or on a post-it note/sheet of paper.

Share a few aloud.

CLOSING

Next Steps: Jointly agree on a day and time for your next meeting, as well as actions you want to take between now and then.