Sample Questions for Productive Mentoring Conversations

Your first meeting is a great time to get to know each other, set expectations, and begin building a strong foundation for your mentoring relationship. Here are some questions to guide the conversation:

Getting to Know Each Other

What led you to your current role in the community association industry?
What motivated you to pursue this profession?
What interests or priorities do you have outside of work? (Optional, if comfortable sharing)

Understanding Work Environments

What does your current role involve on a day-to-day basis?
What do you enjoy most about your job?
What challenges do you face in your role?
How does your department or team collaborate with others within your organization?
How is success measured in your role or department?
What skills or knowledge areas would help prepare you for future growth?

Exploring Professional Goals

Where do you see yourself in the next 3–5 years?
What does your professional network currently look like?
What are some ways you'd like to expand your network or connections?

Setting Expectations for the Mentoring Relationship

What inspired you to join the Mentor Match program?
What are your goals for this mentoring relationship?
How often would you like to meet or check in?
What format works best for our meetings (i.e.: virtual, phone, in-person)?
Are you open to communicating between scheduled meetings?

As the Relationship Progresses: Additional Questions to Deepen the Dialogue

Focusing the Conversation

What would you like to focus on today?
What's your top priority right now?
What do you hope to walk away with from this meeting?
What would help you take the next step?
If you could change one thing, what would have the biggest impact?

Uncovering Challenges and Opportunities

How are things going for you right now — professionally or within your goals?
What's currently on your mind?
What's holding you back or causing concern?
What have you already tried? What worked or didn't?
What roadblocks do you anticipate, and how might you overcome them?
What would happen if nothing changes?
What outcome are you working toward?

Looking for Clarity

Can you tell me more about that?
What does that look/feel/sound like to you?
I'm hearing you say ___. Is that right?
Can you give an example?
In what way? What else?

Building Self-Awareness

What did you do that contributed to that success?
If you could approach it again, what would you do differently?
I hear you saying __, but I'm also seeing ___.
What will you do if things don't go as planned?
What do you want your role to look like 5 years from now?
What matters most to you — and why?

Driving Accountability

How will you measure success?
How will you know when you've reached your goal?
How will you get back on track if something gets off course?
What's one small action you can take today to move forward?
What are you personally responsible for?
What are your next steps?

Facilitating Reflection and Generating Ideas

If you had complete freedom, what would you do?
What kind of support do you need, and from whom?
What other options can you explore?
What lessons have you learned so far? How will you apply them?
What are the risks and rewards of this approach?
What additional details might be important here?

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