

# Conversation Guide

## 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?

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## 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 & 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 & 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?