

DOD Mentoring Resource Portal

MENTORING DISCUSSION TOPICS

Information for Supervisors Portfolio

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Purpose:

To provide topics that spark discussion between Experienced Supervisors serving as Mentors and New Supervisors

Audience:

New and Experienced Supervisors

Common Terms

The following are common terms associated with the DOD Mentoring Resource Portal:

Mentor, also known as Advisor, is a trusted counselor or guide who is involved in the development and support of one who is less experienced.

Mentee, also known as Protégé or Learner, is the more junior person being mentored.

Mentoring Program Coordinator, also known as Mentoring Program Manager, is responsible for the overall management of the mentoring program.

Information Source Disclaimer

Most of the information on this mentoring resource was obtained and adapted from [NAVY PERSONNEL COMMAND \(NAVPERSCOM\) MENTORING PROGRAM NAVPERSCOM INSTRUCTION 5300.1](#). All content is provided for informational purposes only.

1.0 HELPFUL QUESTIONS/TOPICS FOR NEW SUPERVISORS

1. What experience, if any, have you had with mentoring?
2. In your experience as a Supervisor, what did and did not work?
3. What are your expectations?
4. How do you spend your time outside of work?
5. What do you like most about your supervisory role?
6. If you could change anything about your supervisory role, what would you change?
7. What skills do you use most in your supervisory role?
8. Did you or do you still have mentors or role models?
9. What was the most valuable lesson that a Mentor taught you?
10. Ask your Mentor what they think you should ask them. This may begin a very interesting discussion of a topic you would never have expected.

Preparation

1. How did you prepare for your current role? What do you recommend for a person entering a supervisory position?
2. What education/degrees/training/licenses are required?
3. What are the best places to go for additional education or training for a position like yours?
4. If you could start all over again in launching your career, what steps would you take?
5. What courses do you recommend should be taken for this occupation?

Advancement

1. How did you get to your current position? If I want a job like yours, what would I need to do?
2. What did you do that helped you be successful? What would you recommend that I do?
3. What do you know now that would have been useful to know before you attained your current position?
4. What courses would you recommend I take? What course(s) did you take that proved especially helpful? What would you do differently?
5. What are the trends and developments in the field that you see affecting careers in the future?

2.0 HELPFUL QUESTIONS/TOPICS FOR EXPERIENCED SUPERVISORS SERVING AS MENTORS

1. What previous experience, if any, have you had with mentoring?
2. Do you have a current resume and Individual Development Plan?
3. What are your long-range goals and objectives? Why?
4. What are your short-range goals and objectives? Why?
5. How do you plan to achieve your career goals?
6. What are the most important rewards you expect in your career?
7. What do you think are your strengths, weaknesses, and interests?
8. How do you think a coworker who knows you well would describe you?
9. What motivates you to put forth your greatest effort?
10. How do you determine or evaluate success?
11. What two or three accomplishments have given you the most satisfaction? Why?
12. In what kind of work environment are you most comfortable?
13. How do you think you work under pressure?
14. How would you describe your ideal job?
15. What two or three things would be most important to you in your job?
16. What do you know about [insert DOD Component/Agency name]?
17. Do you know and understand your organization's structure?
18. What are your day-to-day job responsibilities?
19. What training do you believe you need to keep up your skills or acquire new ones?