



Conversation Starters

AACE

**MENTORING
RESOURCES**

AACE Mentoring Program

Here are some questions to get the conversation started for your first meeting:

Getting to know each other

- What career path got you to your present position?
- Why did you choose the project controls profession?
- What are your priorities outside of work? (if you are comfortable sharing)

Getting to know work environments

- What is the scope of your present responsibilities?
- What is your favorite part of your job?
- What is the biggest challenge you face in your job?
- Describe the relationship between your department and others in your organization.
- How does your department measure its success?
- What skills and/or knowledge do you think you need to improve or prepare you for advancement?

Getting to know professional goals

- What are your professional goals over the next 3-5 years?
- What is the scope of your present professional network?
- How can you grow your network?

Setting expectations

- What is the motivation for you to participate in a mentoring program?
- What do you hope to get out of the relationship? What are your goals?
- How often should you connect?
- What is the best way to meet?
- Are you open to connecting between meetings?

As the engagement continues, here are additional questions/topics to consider:

Focusing the Conversation

- What would you like to focus on today?
- What are you hoping to get out of this conversation?
- What is your #1 priority right now?
- What do you need in order to move forward right now?
- If you could do one thing, what would have the most impact?

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Uncover Issues and Identify Opportunities

- How are things going?
- How can I help?
- What's on your mind?
- What's stopping you/giving you concern?
- What have you tried so far? How did that go?
- What obstacles do you expect? How might you deal with those?
- How is that impacting you? How is that impacting others?
- How have you solved issues like this before?
- What will happen if you do nothing?
- What happened?
- What led to that?
- What outcome do you want?

Probe/Clarification

- Tell me more about...
- What does that look/feel/sound like to you?
- What I'm hearing is...
- For instance?
- Like what?
- In what way?
- What else?

Build Self-Awareness

- What did you do that made that successful?
- If you could do it again, what would you do differently?
- I hear you say... and I'm seeing this....
- What will you do if it doesn't work out the way you want?
- What do you want to be doing 5 years from now?
- What is most important to you? Why do you value that?

Drive Accountability and Self-Responsibility

- How will you measure success?
- How will you know you're done?
- How will you get yourself back on plan/on track?
- What is one thing you can do today to move forward?
- If you could do anything you wanted, what would you do?
- What were you/are you responsible for?
- What are your next steps?

Facilitate Reflection and Solicit Ideas

- If you had your choice, what would you do?
- What support do you need? From who?
- What are some alternatives?
- What have you learned? How will you apply that moving forward?
- What are the chances of success and the risks?
- What impact will that have?
- What else do you need to consider?