

The PLAN

People **L**eading **A**nd **N**urturing

LeasePlan USA Mentoring Program



The PLAN

People Leading And Nurturing

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Discussion Topics

In order to facilitate the development of the mentoring relationship, the **Employee Development MIO** has developed sample questions and discussion topics for each monthly mentoring session. These questions and topics are suggestions only. Their purpose is to spur conversation and discussion between the Mentor and Mentee, not dictate the interactions between Mentor and Mentee. Please feel free to utilize them during your monthly meetings and elaborate or disgress as your interactions progress.

The twelve topics are listed below. Each topic is outlined in detail beginning on page 4.

- Meeting 1: Introductions**
- Meeting 2: Personality Assessment**
- Meeting 3: Goals**
- Meeting 4: Personal Style**
- Meeting 5: Personal Interactions**
- Meeting 6: Communicating with Confidence**
- Meeting 7: Leadership**
- Meeting 8: Standing Up for What You Want**
- Meeting 9: Corporate Savvy**
- Meeting 10: Life Work Balance**
- Meeting 11: Money Management**
- Meeting 12: Success Strategy**

If you have any questions or concerns, please feel free to contact any member of the Employee Development MIO team. They are as follows:

Mary Christy – EMT Advisor
Ann Jordan / Brian Barber – SMT Advisors
Mauryce Jackson – Team Leader
Erin Bailey
Debbie Goffinet
Mary Beth Greenstone
Jackie Martinez
Felicia Thurmon

Meeting 1: Introductions

Goal of this meeting:

The goal of this meeting is to get to know each other, establish ground rules for the relationship moving forward, as well as set goals. It is important that each person understand what is expected of them in fulfilling their role during the mentoring relationship.

Get Acquainted:

1. How long have you been with the company?
2. What do you enjoy most about your current position?
3. How long have you worked in this industry?
4. Where did you go to school?
5. Where did you grow up?
6. Where do you currently live?
7. How do you spend your time away from work?
8. What are your interests and hobbies?

Review Goals:

1. Tell me about your goals for participating in this program
2. May I tell you about my personal and professional development goals

Establish Partnership Guidelines:

1. When will we meet?
2. Where will we meet?
3. How long will we meet?
4. How will we schedule our meetings?
5. What happens if one of us cancels or postpones a meeting?
6. The Mentee will coordinate logistics for each meeting
7. Will we create a written agenda and document action items?
8. What permanent agenda items will be part of every meeting?
9. The Mentee will be responsible for the agenda and notes?
10. How will we evaluate our meetings?
11. How will we measure the success of our partnership?
12. How often will we communicate between meetings?

Meeting 2: Personality Assessment

Goal of this meeting:

The goal of this meeting is to establish a baseline for discussion throughout the course of your mentoring relationship. The Mentee will complete the personality assessment chosen by the Employee Development MIO in cooperation with LeasePlan Academy.

Step 1: Complete the Personality Assessment

Step 2: Review the outcome of the Personality Assessment

Meeting 3: Goals

Goal of this meeting:

The goal of this meeting is to establish the measurable goals of the Mentee. In order to best utilize your time together, it is important that both members understand the direction they are moving.

- Step 1: Complete the Future Career Goal Form
- Step 2: Based on the personality assessment and the future career goals, develop overall development goals, i.e. develop a career path and set professional development goals for the next 12 months
- Step 3: Develop a career development plan with the following columns. Listed below is a sample development plan.

SAMPLE PLAN		
Development Activity	Completion Date	Results/Conclusions
Identify possible obstacles to my career goals and develop contingency plans to overcome them	12/15/2006	Obstacles identified and action items added to development plan
Interview traditional senior managers to find out more about their positions.	1/15/2007	Met with Director Purchasing and Director in Client Services. See attached for breakdown on each position

Questions for the Mentee to answer:

- Has your career plan been discussed with your immediate Supervisor/Manager?
- What have you done this year to reach your goals?
- What steps are you taking toward achieving this plan?
- How can your mentor guide you toward your goals?

Meeting 4: Personal Style

Goal of this meeting:

The goal of this meeting is to get to know each other, establish ground rules for the relationship moving forward, as well as set goals. It is important that each person understand what is expected of them in fulfilling their role during the mentoring relationship.

Discuss Personal Style:

1. How would you describe your personal style?
2. How would co-workers describe your personal style?
3. What message does your personal style convey about you?
 - a. Is that the image you want to portray in the workplace?
4. How do you think your professional appearance relates to your office environment?
 - a. Does your appearance improve or hinder the ideas/information you need to convey?
 - b. Name someone who's personal style you admire
5. What personal grooming tips would you give someone taking your place?
6. How would you like to improve your professional image
7. Why do you think personal style is so important?
 - a. What part does appearance play in achieving your career goals?
 - b. What are your thoughts on the statement that the clothes make the man/woman?
 - c. Share a time when someone's personal style/appearance hindered their success?

Meeting 5: Personal Interactions

Goal of this meeting:

The goal of this meeting is to develop an understanding of the communication style of the Mentee, in both group and interpersonal interactions.

Group vs. Interpersonal Communications:

1. Are you more comfortable in group or 1 on 1 interactions?
 - a. Which are called for more in your current job?
 - b. Which are called for more in the role you would like to aspire to achieve?
 - c. If you don't know, who can you ask?
2. How do you normally behave in meetings?
 - a. How do you share your opinions?
 - b. How are your opinions received by the group?
 - c. When do you find yourself getting nervous or tongue tied?
 - d. Do you prefer scripted or spontaneous idea sharing?
 - e. When do you feel your ideas are not getting across to your audience?
3. How do you plan for meetings?
4. How do you follow-up after meetings?
5. How do you handle One-on-One interactions?
 - a. Are you more comfortable or more nervous than when you are in a meeting?
 - b. How do you express your ideas?
 - c. How do you feel your ideas are received?
 - d. How can you better communicate your ideas when you are one-on-one?
6. Which do you want to work on (group or interpersonal communication) and why?

Interpersonal Skills:

1. What do you consider your strongest interpersonal skills?
2. Could you explain how you "perfected" this skills?
3. Do you feel that there are other skills you need to perfect?
4. Are you concerned with how people view your interpersonal skills?
5. How can I make a lasting impression on a person?
6. What would be an effective way to get someone to listen to my ideas?
7. If shy: How can I overcome my shyness?
8. If strong personality: How can I tone down my personality without being untrue to myself?
9. What interpersonal skills do you feel most people lack?
10. Do you have any suggestions on a skill I should work on?
11. Name the most important skill someone should have in a leadership role.

Meeting 6: Communicating with Confidence

Goal of this meeting:

The goal of this meeting is to get to know each other, establish ground rules for the relationship moving forward, as well as set goals. It is important that each person understand what is expected of them in fulfilling their role during the mentoring relationship.

Get Acquainted

9. How long have you been with the company?
10. What do you enjoy most about your current position?
11. How long have you worked in this industry?
12. Where did you go to school?
13. Where did you grow up?
14. Where do you currently live?
15. How do you spend your time away from work?
16. What are your interests and hobbies?

Review goals

3. Tell me about your goals for participating in this program
4. May I tell you about my personal and professional development goals

Establish Partnership Guidelines

13. When will we meet?
14. Where will we meet?
15. How long will we meet?
16. How will we schedule our meetings?
17. What happens if one of us cancels or postpones a meeting?
18. The Mentee will coordinate logistics for each meeting
19. Will we create a written agenda and document action items?
20. What permanent agenda items will be part of every meeting?
21. The Mentee will be responsible for the agenda and notes?
22. How will we evaluate our meetings?
23. How will we measure the success of our partnership?
24. How often will we communicate between meetings?

Meeting 7: Leadership

Goal of this meeting:

The goal of this meeting is to get to know each other, establish ground rules for the relationship moving forward, as well as set goals. It is important that each person understand what is expected of them in fulfilling their role during the mentoring relationship.

Get Acquainted

17. How long have you been with the company?
18. What do you enjoy most about your current position?
19. How long have you worked in this industry?
20. Where did you go to school?
21. Where did you grow up?
22. Where do you currently live?
23. How do you spend your time away from work?
24. What are your interests and hobbies?

Review goals

5. Tell me about your goals for participating in this program
6. May I tell you about my personal and professional development goals

Establish Partnership Guidelines

25. When will we meet?
26. Where will we meet?
27. How long will we meet?
28. How will we schedule our meetings?
29. What happens if one of us cancels or postpones a meeting?
30. The Mentee will coordinate logistics for each meeting
31. Will we create a written agenda and document action items?
32. What permanent agenda items will be part of every meeting?
33. The Mentee will be responsible for the agenda and notes?
34. How will we evaluate our meetings?
35. How will we measure the success of our partnership?
36. How often will we communicate between meetings?

Meeting 8: Standing Up for What You Want

Goal of this meeting:

The goal of this meeting is to get to know each other, establish ground rules for the relationship moving forward, as well as set goals. It is important that each person understand what is expected of them in fulfilling their role during the mentoring relationship.

Get Acquainted

25. How long have you been with the company?
26. What do you enjoy most about your current position?
27. How long have you worked in this industry?
28. Where did you go to school?
29. Where did you grow up?
30. Where do you currently live?
31. How do you spend your time away from work?
32. What are your interests and hobbies?

Review goals

7. Tell me about your goals for participating in this program
8. May I tell you about my personal and professional development goals

Establish Partnership Guidelines

37. When will we meet?
38. Where will we meet?
39. How long will we meet?
40. How will we schedule our meetings?
41. What happens if one of us cancels or postpones a meeting?
42. The Mentee will coordinate logistics for each meeting
43. Will we create a written agenda and document action items?
44. What permanent agenda items will be part of every meeting?
45. The Mentee will be responsible for the agenda and notes?
46. How will we evaluate our meetings?
47. How will we measure the success of our partnership?
48. How often will we communicate between meetings?

Meeting 9: Corporate Savvy

Goal of this meeting:

The goal of this meeting is to get to know each other, establish ground rules for the relationship moving forward, as well as set goals. It is important that each person understand what is expected of them in fulfilling their role during the mentoring relationship.

Get Acquainted

33. How long have you been with the company?
34. What do you enjoy most about your current position?
35. How long have you worked in this industry?
36. Where did you go to school?
37. Where did you grow up?
38. Where do you currently live?
39. How do you spend your time away from work?
40. What are your interests and hobbies?

Review goals

9. Tell me about your goals for participating in this program
10. May I tell you about my personal and professional development goals

Establish Partnership Guidelines

49. When will we meet?
50. Where will we meet?
51. How long will we meet?
52. How will we schedule our meetings?
53. What happens if one of us cancels or postpones a meeting?
54. The Mentee will coordinate logistics for each meeting
55. Will we create a written agenda and document action items?
56. What permanent agenda items will be part of every meeting?
57. The Mentee will be responsible for the agenda and notes?
58. How will we evaluate our meetings?
59. How will we measure the success of our partnership?
60. How often will we communicate between meetings?

Meeting 10: Life Work Balance

Goal of this meeting:

The goal of this meeting is to get to know each other, establish ground rules for the relationship moving forward, as well as set goals. It is important that each person understand what is expected of them in fulfilling their role during the mentoring relationship.

Get Acquainted

41. How long have you been with the company?
42. What do you enjoy most about your current position?
43. How long have you worked in this industry?
44. Where did you go to school?
45. Where did you grow up?
46. Where do you currently live?
47. How do you spend your time away from work?
48. What are your interests and hobbies?

Review goals

11. Tell me about your goals for participating in this program
12. May I tell you about my personal and professional development goals

Establish Partnership Guidelines

61. When will we meet?
62. Where will we meet?
63. How long will we meet?
64. How will we schedule our meetings?
65. What happens if one of us cancels or postpones a meeting?
66. The Mentee will coordinate logistics for each meeting
67. Will we create a written agenda and document action items?
68. What permanent agenda items will be part of every meeting?
69. The Mentee will be responsible for the agenda and notes?
70. How will we evaluate our meetings?
71. How will we measure the success of our partnership?
72. How often will we communicate between meetings?

Meeting 11: Money Management

Goal of this meeting:

The goal of this meeting is to get to know each other, establish ground rules for the relationship moving forward, as well as set goals. It is important that each person understand what is expected of them in fulfilling their role during the mentoring relationship.

Get Acquainted

49. How long have you been with the company?
50. What do you enjoy most about your current position?
51. How long have you worked in this industry?
52. Where did you go to school?
53. Where did you grow up?
54. Where do you currently live?
55. How do you spend your time away from work?
56. What are your interests and hobbies?

Review goals

13. Tell me about your goals for participating in this program
14. May I tell you about my personal and professional development goals

Establish Partnership Guidelines

73. When will we meet?
74. Where will we meet?
75. How long will we meet?
76. How will we schedule our meetings?
77. What happens if one of us cancels or postpones a meeting?
78. The Mentee will coordinate logistics for each meeting
79. Will we create a written agenda and document action items?
80. What permanent agenda items will be part of every meeting?
81. The Mentee will be responsible for the agenda and notes?
82. How will we evaluate our meetings?
83. How will we measure the success of our partnership?
84. How often will we communicate between meetings?

Meeting 12: Success Strategy

Goal of this meeting:

The goal of this meeting is to get to know each other, establish ground rules for the relationship moving forward, as well as set goals. It is important that each person understand what is expected of them in fulfilling their role during the mentoring relationship.

Get Acquainted

57. How long have you been with the company?
58. What do you enjoy most about your current position?
59. How long have you worked in this industry?
60. Where did you go to school?
61. Where did you grow up?
62. Where do you currently live?
63. How do you spend your time away from work?
64. What are your interests and hobbies?

Review goals

15. Tell me about your goals for participating in this program
16. May I tell you about my personal and professional development goals

Establish Partnership Guidelines

85. When will we meet?
86. Where will we meet?
87. How long will we meet?
88. How will we schedule our meetings?
89. What happens if one of us cancels or postpones a meeting?
90. The Mentee will coordinate logistics for each meeting
91. Will we create a written agenda and document action items?
92. What permanent agenda items will be part of every meeting?
93. The Mentee will be responsible for the agenda and notes?
94. How will we evaluate our meetings?
95. How will we measure the success of our partnership?
96. How often will we communicate between meetings?