

MENTEE GUIDE

Month 1: Career Clarity & Strategic Positioning



"When you know what you want, you're already halfway there." – Theodore Roosevelt

This conversation is all about stepping back to look at the big picture of your career. What direction excites you? What's your next level of growth? And what might be holding you back from getting there?

Clarity doesn't mean having all the answers. It means being honest about where you are, what matters to you, and what you want more of.



WARM-UP PROMPT

Before your session, take time to complete your career lifeline

- What themes have emerged for you?
- Which environments bring out the best in you?
- Where do you feel you were really working in alignment with your values?

PREP QUESTIONS (BEFORE YOU MEET)

Take 10–15 minutes to reflect on the following:

- What does "career clarity" mean to you right now?
- Where are you feeling uncertain, blocked, or ready for change?
- What's one career goal or aspiration you rarely say out loud, but wish you could pursue?

CONVERSATION STARTERS

- "I've been thinking about where I want to be in 2–3 years..."
- "I feel confident in these areas... but unsure about how to grow in others."
- "Here's what energises me most in my role right now..."
- "I'd love your perspective on how I'm currently positioning myself."

***You can find more of these reflective questions in our career coaching cards*

WATCH OUTS

- Don't feel pressured to have it all figured out - this is a space to explore, not commit.
- Avoid focusing only on job titles. Instead, focus on the kind of work, impact, and growth you want.
- Be open to new ideas, even ones that challenge your current path.

REFLECTION PROMPTS (POST-SESSION OR JOURNAL PROMPTS)

- What parts of your current role align (or don't) with your long-term goals?
- What are 3 words you want people to associate with your name at work?
- What skills, experiences, or relationships will help you bridge the gap?
- What does your ideal future job feel like day-to-day?

ACTIONS TO TAKE

- Write your personal "career positioning statement" (e.g., "I want to be known for driving strategic change in people functions")
- Identify 1–2 development areas to work on over the next 6 months
- Share your positioning statement with your mentor or manager for feedback and accountability

OPTIONAL RESOURCES

- Podcast - "[How to figure out what you really want](#)"
- Complete your career lifeline - this can be a powerful addition to your first session to explore with your mentor
- Article - "[How to develop a 5-year career plan](#)"

LOOKING AHEAD TO NEXT MONTH

Next month's theme is **Personal Brand & Influence**.

Start paying attention to how you show up at work, what people come to you for, and where your reputation may be growing - or getting stuck.