

Manager  
to **mentor**





Your Secret Sauce:

# From Manager to Mentor

Frameworks like Peak Experiences and GROW guide your employees to think about their career development, but as a manager you can bring even more to the conversation: **mentorship**. Complete this worksheet to uncover some actionable steps you can take towards becoming a mentor for your employees.

- 1 What are your employee's career goals?  
What actions do they need to take to achieve them?

- 2 What are some immediate opportunities or projects you can provide to them in your organization that would help them develop their career?

E.g. providing a team leadership position, giving a stretch assignment, identifying a mentor or peer coach for them, providing them with rotational opportunities to explore what it's like to work on other teams, giving them the chance to present internally or externally, letting them lead an important meeting, asking them to train new team members, or getting them involved in cross-functional initiatives.

3 What external connections or introductions can you make for the employee?

4 What formal or informal learning opportunities, such as Udemy for Business courses, resources, conferences, or books could the employee explore?

5 Think about your own career development.  
What was most helpful to you in growing your career?  
If you had a mentor or coach who helped you,  
what did they do that most helped you with your development?  
How can you take those experiences and apply them to your  
employee's development?

Share your thoughts and notes with your employee in your next 1:1.  
Hold yourself accountable to helping them grow and succeed by setting action items and deadlines in your 1:1.