



THE METRIC MICROSCOPE

Mentor Discussion Agenda: Employee Notes

RESOURCES

- The Meaningful Competence® Toolkit Training System
- The Metric Microscope: How to Use This Tool
- The Metric Microscope Worksheet
- The Metric Microscope Example: Levels of Business Results
- The Metric Microscope Mentor Discussion Agenda

PREPARE

Use this resource as stated in The Metric Microscope: How to Use This Tool.

1. Identify who you will use as a mentor.

A mentor is a trusted advisor.

We recommend use of a mentor in order to increase the amount of feedback you will receive. You'll have a more successful career if you have a large network, you accept and apply feedback, and you know and can communicate your value. This Meaningful Competence® strategy is designed to help you develop all three of these elements.

Here are possible sources for mentors:

- Request consultations from Torch Solutions Group through *The My Value App*.
- Approach an experienced employee who performs well.
- Ask a senior leader in your organization to mentor you. Many senior leaders appreciate the chance to have someone to mentor, though their time is limited. This tool will help you use their time wisely.
- Consider which of your previous managers might support your continued career improvement.
- Select one of your more trusted friends. We can learn from our peers.

Your current manager should not be selected as your mentor.

2. Make an appointment with your mentor to discuss your Relevant Business Results.
 - a. Tell your mentor about the Meaningful Competence program that you are going through to grow your career and your value to the organization.
 - b. Share that you're identifying Your Relevant Business Results.
 - c. Schedule 45-60 minutes for this discussion.

Sample Script for the Appointment

[Mentor], I found a program that I believe will help me better enjoy and grow my career and help me bring more value to [your company]. This program, called Meaningful Competence, includes tools to use with a mentor. I'm using a tool to identify my Relevant Business Results. Can you spare about 45 to 60 minutes to work through this tool with me?

[I'm going to assume the answer is yes. At this point set the date and time.]

Great. I'm looking forward to this discussion.

3. Review the agenda below and prepare to discuss:
 - a. The definition of Relevant Business Results.
 - b. The Four Criteria.
 - c. Proposed Relevant Business Results you have identified. (Two to four will be enough.)

MEET

Note

To influence the meeting so you achieve your desired result, give your mentor the document The Metric Microscope Mentor Discussion Agenda. It may take more than one meeting to identify and agree on your Relevant Business Results.

1. Discuss the following:

a. The definition of Relevant Business Results.

The bottom-line metrics, connected to the organization's core mission, that your efforts influence.

b. The Four Criteria.

i. Connection

- Do the metrics I'm producing feed into those metrics that executives care about?

ii. Influence

- Which business results do I have a noticeable influence on?

iii. Data Access

- Is there accessible data on these results?

iv. Trends

- Am I collecting results data at the frequency that allows me to see relevant trends?

2. Review the complete list of proposed Relevant Business Results.

a. Share the results you prepared on the *Metrics Microscope Worksheet*.

b. Focus on why you chose each Relevant Business Result.

Sample Script for Presenting Your Relevant Business Results

I'd like to give you the overall view before we discuss each of these Relevant Business Results. They are [share the title of each].

The first one captures an overall view of the value I produce. The second one focuses on one aspect but provides more feedback on that aspect that I think is helpful.

3. Evaluate each of the proposed Relevant Business Results.
 - a. Refer to the four criteria.
 - b. Determine which Relevant Business Results to present to your manager as possibilities—at least two, and up to four.

Note

Refer to the definition of Relevant Business Results and the four criteria as frequently as you feel is needed during this discussion. You're working for agreement, and definitions help constrain discussions to bring agreement.

FOLLOW-UP

1. As soon as possible, thank your mentor through email or written note for their time and input.
2. After meeting with your manager, provide your mentor with a report on your actions that resulted from the time they invested in you. These may include your meeting with your manager and how well the selected metrics are showing the value you bring to yourself and to your organization.

Sample Script for Thanking Your Mentor and Reporting Progress

Thank you for your time discussing my Relevant Business Results. I especially liked the insight you shared that [example: rewording the second suggestion would result in more relevant data].

I shared these with my manager. We chose to keep all the Relevant Business Results. Our discussion helped me have the language to justify these choices.