



THE VALUE DETECTOR

Mentor Discussion Agenda: Employee Notes

RESOURCES

- The Meaningful Competence® Toolkit Training System
- The Value Detector: How to Use This Tool
- The Value Detector Worksheet
- The Value Detector Example: Value-Added Output Nouns
- The Value Detector Mentor Discussion Agenda

PREPARE

Use this resource as stated in The Value Detector-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 program 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 one of the experienced employees who performs well.*
- *Ask a senior leader in your organization if they'll mentor you. (Many senior leaders appreciate the chance to have someone to mentor, though their time is limited.)*
- *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 Value-Added Outputs.
 - 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. Schedule 45-60 minutes for this discussion.
 - c. Share that you're working on developing Value-Added Outputs.

Sample Script for the Appointment

I'm using a tool called the Value Detector to gain agreement with my manager on the Value-Added Outputs I should produce, and the metrics related to those outputs. I'd like to share with you my thoughts of what my Value-Added Outputs are before I visit with my manager. This will help me feel prepared to present my ideas and ask the right questions.

When can we meet for about 45 to 60 minutes?

[Depending on your mentor's calendaring strategy, consider offering some dates that you believe would work best for both you and your mentor.]

[When you have agreed to a date, continue.]

Great. I'm looking forward to this discussion.

3. Review the agenda and prepare to discuss:
 - a. The definition of Value-Added Output.
 - b. The Five Characteristics of a Value-Added Output.
 - c. Proposed Value-Added Outputs you have created. (Two to four will be enough.)

MEET

Note

To influence the meeting so you achieve your desired result, give your mentor the document The Value Detector Mentor Discussion Agenda. It may take more than one meeting to identify and agree on your Value-Added Outputs.

1. Discuss the following:
 - a. The definition of Value-Added Output.

Something you produce—a service, physical product, event, document, or other countable output—that is proven to influence Relevant Business Results.
 - b. The Five Characteristics:
 - i. Countable
 - It's countable, without the need of direct observation.
 - ii. Clarifies When It Counts
 - Criteria are established, and agreed on, defining objectively when or whether the output has been accomplished.
 - iii. Defines Efficiency
 - It can be accomplished frequently enough to show a trend.
 - iv. Provides a Challenge
 - The Value-Added Output is challenging enough that the most competent workers successfully produce it markedly more often than less skilled workers.
 - v. Affects Relevant Business Results
 - Improvement in production of the Value-Added Output can be shown to improve the linked business results.
2. Review the complete list of Value-Added Outputs.
 - a. Share your Value-Added Outputs Worksheet with your mentor.
 - b. Focus on why you wrote each Value-Added Output.

Sample Script for Presenting Your Value-Added Outputs

I'd like to give you the overall view before we discuss each of these Value-Added Outputs individually. They are [share the title of each].

The first is what I produce for the [name of process]. The second one clarifies what I provide to our external customers.

[Continue discussing all other Value-Added Outputs you wrote.]

3. Evaluate each proposed Value-Added Output.
 - a. Refer to the five characteristics.
 - b. Modify the Value-Added Outputs and prepare them for the manager discussion.
 - c. Keep notes of this discussion. What you discuss now will contribute to the discussion you'll have with your manager. Your manager will be pleased that you've taken the time to think through and evaluate the Value-Added Outputs you share.

Note

Refer to the definition of Value-Added Output with its five characteristics as frequently as you feel is needed during this discussion. You're working for agreement, and definitions help constrain discussions to bring agreement.

If you've found any Value-Added Output examples in the Meaningful Competence program that are helpful to this discussion, share those examples and explain how the example influenced your writing of the related Value-Added Output.

FOLLOW-UP

1. As soon as possible, thank your mentor for the time and input given to you.
2. After you've met with your manager, provide your mentor with a report on your actions resulting from the time invested in you.

Sample Script for Thanking Your Mentor

Thank you for your time discussing my Value-Added Outputs. I especially liked the insight you shared that [refer to some specific feedback you received during the discussion].

I shared these with my manager. We settled on the following Value-Added Outputs:

- [share the Value-Added Outputs selected].