

“Respected Leader Interviews”

This assignment is designed to support you in broadening your perspective, network and visibility within the UNDP. In addition, you will further your understanding on what makes a leader effective in an ever changing global political environment.

To accomplish this, you will interview a minimum of two mid to senior level leaders across the UNDP over the duration of your Mentoring Programme.

Be strategic in your selection. Ask yourself:

- As I look at the organisation outside of my functional group/department: *Who do I admire as a leader? What would I like to know more about? Who would I like to know more about me?*
- As you look to manage your career: *Where do I see my next position – what areas do I need to know more about? Who within these areas can share the leadership issues and challenges best?*
- Please choose the senior leaders *outside of your immediate group or department* to whom you are able to gain access.

Parameters for the Interview:

1. Engage your manager in both the interview process and the interview selection.
2. Ideally, arrange for face to face meetings, or video conferences.
3. Each interview will take, on average, 30 minutes.
4. Please coordinate with your programme colleagues to ensure that you avoid multiple requests to the same senior leaders. Ideally, you should each choose a different senior executive outside of your own department, but collectively, you can utilize their time by coordinating your questions and thoughts. Interview at least one leader prior to our next meeting and

continue the process throughout the programme. Frequent updates to these Leaders on your progress within the organization and the RBAS Mentoring Programme will keep you in their view. Find ways to stay connected.

5. Sample Interview Questions are attached (“Handout A”). Of course, you may choose to go further in depth in a number of areas, based upon your own and the manager’s interest.
6. Do take notes during the interview as to Leader’s answers. Following the Interview, answer the “Debriefing” Questions (Handout “B”), and bring the results of these summary questions with you to the next session.

Key Points to Include When Arranging the Interview

- Explain the reason for the interview, including the fact that you’ve been selected to attend the “RBAS Mentoring Programme for Women.”

NOTE: It is also important to reinforce that the results of the interview will be used to help ensure your individual leadership goals and development plans are aligned with the company's, and to better understand leadership trends and issues that all companies and industries are facing.

- Equally Important: If there are things that are discussed within the interview that are of a proprietary or confidential nature, that you hold those things in confidence.

Handout A: Interview Questions

RBAS Mentoring Programme Interview Questions

1. What competencies do you feel are critical to lead in a global organisation? How did you gain these skills?
2. What do you see as our key business priorities and challenges?
3. How have you leveraged mentors in your career?
4. What advice do you have around establishing and maintaining successful alliances and mentoring relationships?
5. In terms of advancement, what are the key success factors a person needs to be successful in our organisation?
6. What is the one thing you have learned about leadership that you wish you would have known earlier in your career?
7. What people have had the greatest impact on your leadership and management style? (Ask them to expound as needed re: who they were, what they taught them.)

Handout B: Debriefing Questions

You have had the chance to meet with and interview at least one of the senior leaders within the UNDP. This assignment should have presented you with information about not only your organisation and the senior executive(s), but also about yourself. Perhaps the meeting(s) went better than you'd hoped, or far worse than you'd expected. In either event, it is important to reflect upon what you learned as a result of both the interview(s), and your reactions to the meeting(s).

Take some time to think through and answer the following questions.

Please bring this Information Sheet to your first Peer Team meeting.

1. What was your experience in trying to get the interview(s) scheduled?
2. What are the Leadership Competencies discussed during the interview(s)?
3. What were your key learnings from the interview(s) from a business perspective? What were the most important business insights, perspectives, or information you learned?
4. Personal Comments: