

SAMPLE AGENDA

The following agenda is to be used as a guideline only. The areas that the two of you focus on will depend on the mentee’s learning needs.

Month 1

Goals: Assessment and Job Search Activities

<p>Meeting 1 Introduction</p>	<ul style="list-style-type: none"> • Share cultural background and work history. • Review cover letter and resume. • Discuss previous job search strategies. • Set realistic weekly activity targets. • Review job postings and advertisements. • Complete Initial Assessment Tool, Section A. • Set/confirm next meeting date and location.
<p>Meeting 2 Interview Practice</p>	<ul style="list-style-type: none"> • Conduct mock interview session. • Discuss job search activities in home country. • Review job search activities. • Complete Initial Assessment Tool, Sections B and C. • Set/confirm next meeting date and location.
<p>Meeting 3 Interview Practice</p>	<ul style="list-style-type: none"> • Continue mock interview session. • Continue review of job search activities. • Complete Initial Assessment Tool, Sections D and E. • Set/confirm next meeting date and location. <p>Optional: Arrange for colleagues to participate in practice interview sessions as interviewers.</p>





<p>Meeting 4 Professional Development</p>	<ul style="list-style-type: none"> • Share any relevant industry professional certification and/or licensing requirements. • Recommend professional journals and publications. • Discuss articles. • Discuss use of industry-specific language and terminology. • Review sample email etiquette policy, if any. • Continue review of job search activities. • Set/confirm next meeting date and location.
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Month 2

Goals: Employer Contact and Networking

<p>Meeting 5 Identifying Career Goals</p>	<ul style="list-style-type: none"> • Discuss long-term goals. • Clarify strategies for achieving career goals. • Discuss what is important to employers or the industry in general. • Continue review of job search activities. • Set/confirm next meeting date and location.
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<p>Meeting 6 Employer Contact and Networking</p>	<ul style="list-style-type: none"> • Discuss importance of networking. • Discuss networking strategies used in home country. • Discuss strategies for building relationships with potential employers. • Review contact list and networking activities. • Discuss responses and feedback from employer contacts and networking. • Discuss “did wells” and “next times.” • Continue review of job search activities. • Set/confirm next meeting date and location.
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<p>Meeting 7 Telephone Etiquette</p>	<ul style="list-style-type: none"> • Discuss dos and don'ts of telephone interviews and voice messages. • Conduct practice sessions on telephone interviews and voicemail. • Discuss "did wells" and "next times." • Continue review of job search activities. • Set/confirm next meeting date and location. <p>Optional: Practise leaving a voice message confirming date and time of next meeting.</p>
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<p>Meeting 8 Telephone Interview</p>	<ul style="list-style-type: none"> • Conduct a mock telephone interview. • Complete Initial Assessment Tool, Section H. • Continue review of job search activities. • Set/confirm next meeting date and location.
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Month 3

Goals: Networking and Information Interview

<p>Meeting 9 Information Interview</p>	<ul style="list-style-type: none"> • Share personal and company's networking practices. • Discuss the purpose of information interviews. • Conduct mock information interview. • Discuss networking strategies and practices. • Continue review of job search activities. • Set/confirm next meeting date and location.
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<p>Meeting 10 Practice Information Interview</p>	<ul style="list-style-type: none"> • Contact colleague or another mentor to meet with mentee. • Facilitate information interview. • Continue review of job search activities. • Set/confirm next meeting date and location.
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<p>Meeting 11 Networking</p>	<ul style="list-style-type: none"> • Share information about a networking event. • Discuss the dos and don'ts of networking. • Discuss the use of safe small talk. • Talk about joining a professional association. • Continue review of job search activities. • Set/confirm next meeting date and location.
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<p>Meeting 12 Networking</p>	<ul style="list-style-type: none"> • Introduce mentee to colleagues and observe mentee's interactions. • Continue review of job search activities. • Set/confirm next meeting date and location.
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Month 4

Goals: Workplace Culture and Closure

<p>Meeting 13 Workplace Culture</p>	<ul style="list-style-type: none"> • Discuss experience at a networking event. • Discuss cultural differences relating to the workplace. • Discuss effective workplace practices, such as how to integrate into teams. • Discuss "what if" scenarios of challenges people may face in the workplace and develop solutions. • Continue review of job search activities. • Set/confirm next meeting date and location.
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<p>Meeting 14 Action Planning</p>	<ul style="list-style-type: none"> • Continue discussion of effective workplace practices; recommend articles. • Provide an example of action planning from your own experience. Discuss. • Continue review of job search activities. • Set/confirm next meeting date and location.
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<p>Meeting 15 Action Planning</p>	<ul style="list-style-type: none">• Have mentee share plan of action for the next two months.• Discuss any questions or concerns mentee may have regarding action plan.• Continue review of job search activities.• Set/confirm next meeting date and location.
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<p>Meeting 16 Closure</p>	<ul style="list-style-type: none">• Review action plan for the next two months.• Discuss key factors that contributed to success of partnership.• Discuss what could have been done differently.• Complete Final Assessment Tool.
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