



Sample Agendas for Partnership Meetings

You can use these examples as inspiration for your meetings with your mentor or mentee. The focus of your meetings will depend on the goals that you set together based on the Partnership Goal Setting document you complete during your first meeting.

Goals: Getting to Know One Another and Partnership Goal Setting

Your First Meeting	<ul style="list-style-type: none">• Mentor and mentee share some details about their professional work history.• Together, go through the Partnership Goal Setting document. Mentee, talk with your mentor about the key areas you would like to focus on during your partnership.• Based on the completed Partnership Goal Setting document, decide together on the areas to focus on for the next couple of meetings. Set realistic goals for each week.• Set/confirm next meeting date and location.• Mention preferred way of staying in touch.• Agree upon how to communicate with each other to change meeting times, or amount of time to await a response from an email.
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Goals: Applying for Jobs

Applying for Jobs	<ul style="list-style-type: none">• Together, review and discuss a couple of recent job postings that the mentee has found. Talk about the requirements that the employer likely sees as must-haves and those that are likely nice-to-haves. Are there certain kinds of expertise and/or experiences that one should be sure to highlight in an application for these positions? Are there any profession or industry specific terms or acronyms that should be used when applying for these jobs?• Together, review the mentee's LinkedIn profile and see how it might be enhanced to attract potential employers. Also discuss which additional profession-specific LinkedIn groups would be good to join. For more ideas, review the Job Search With LinkedIn PDF from the KMP Program Resources webpage.• Set/confirm next meeting date and location.
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Goals: Hiring Processes

Interview Practice	<ul style="list-style-type: none">• Conduct a mock interview session. You can use the Interview Questions Practice PDF from the KMP Program Resources webpage. Afterwards, discuss. Mentee, how did that go for you? What went well? What would you like to improve on? Mentor, what did your mentee do well? What could they work on for the future?• Set/confirm next meeting date and location.
Telephone Interview	<ul style="list-style-type: none">• Conduct a mock telephone interview. Afterwards, discuss. Mentee, how did that experience go for you? What went well? What would you like to improve on? Mentor, what did the mentee do well? Is there something they could work on for the future?• Set/confirm next meeting date and location

Goals: Networking

Practice Information Interview	<ul style="list-style-type: none">• Mentor, contact colleague or another mentor to meet with the mentee.• Mentee, if you have never conducted a career path interview before and would like some support, you could ask your mentor to help you to facilitate the interview. Or you could ask your mentor to help you to prepare for the interview beforehand.• Set/confirm next meeting date and location.
Networking	<ul style="list-style-type: none">• Talk about typical professional networking opportunities in Australia. Mentor, share information about professional organisations and events that you think would be useful to your mentee.• Together, discuss what networking is typically like in Australia in comparison to different places in the world (e.g. how people meet new people in their field, what they might talk about, the role networking can play in one's professional life and career development, etc.). If you need some ideas, open up the Why Is Networking Critical and How to Do It eLearning module and do together and discuss along the way.• Set/confirm next meeting date and location.