



# KMP Calendar (March – May 2019)

Week Starting	28/01/2019	04/02/2019	11/02/2019	18/02/2019
Mentee Action	<a href="#">Receive Mentor match emails (31/01)</a>	Confirm Mentor match (04/02)	<b>Sign KMP Terms &amp; Conditions (11/02)</b> <a href="#">Partnership Goal Setting</a> <a href="#">Sample Action Plan</a> Complete Session Log	Complete Session Log
Mentor Action	<b>Receive Mentee match emails (31/01)</b>	<b>Confirm Mentee match (04/02)</b>	<b>Sign KMP Terms &amp; Conditions (13/02)</b> <a href="#">Motivate Your Mentee</a> <a href="#">Produce Standout Resumes/CVs &amp; Cover Letters</a>	
Event			<a href="#">Mentee Job-readiness workshops (11-14/02)</a> <a href="#">KMP Orientation Session (13/02)</a>	<a href="#">KMP Launch Event (20/02)</a>
Surveys			Orientation Survey (13/02)	
Week Starting	25/02/2019	04/03/2019 (KMP Cycle Starts)	11/03/2019	19/03/2019
Mentee Action	<a href="#">Register for Cultural Competency Session</a>	<a href="#">Tips for Better Networking</a> <a href="#">Informational Interview Questions for Mentees</a> <a href="#">Tips and Suggestions for Networking</a>  Complete Session Log		<a href="#">Practicing different interview styles</a> <a href="#">Practice Interview Questions</a> <a href="#">Four R's of Interview Preparation</a> <a href="#">Interview Structure in Australia</a> Complete Session Log
Mentor Action	<a href="#">Register for Cultural Competency Session</a>	<a href="#">Facilitating Networking Opportunities</a> <a href="#">Enrich your mentee's networking skills</a>		<a href="#">Formulate impactful interview answers</a> <a href="#">Practice Interview Questions</a> <a href="#">Help your mentee master the Job Interview</a> <a href="#">Four R's of Interview Preparation</a>
Event				
Surveys			<a href="#">10-day Check-in Survey</a>	
Week Starting	25/03/2019	01/04/2019	08/04/2019	15/04/2019
Mentee Action		<a href="#">Understanding cultural nuances</a> <a href="#">Australian Workplace Culture</a> <a href="#">Unwritten rules of the workplace</a> Complete Session Log	<a href="#">Register for Graduation Ceremony</a> <a href="#">Register for Mentee Focus Group Session</a>	<a href="#">Understanding feedback in Workplace</a> <a href="#">Sample feedback language</a> <b>Revisit partnership goals</b>  Complete Session Log
Mentor Action		<a href="#">Understanding cultural nuances</a> <a href="#">Australian Workplace Culture</a> <a href="#">Unwritten rules of the workplace</a>	<a href="#">Register for Graduation Ceremony</a> <a href="#">Register for Mentor Focus Group Session</a>	<a href="#">Understanding feedback in Workplace</a> <a href="#">Sample feedback language</a> <b>Revisit partnership goals</b>
Event	<a href="#">Cultural Competency Session (26/03)</a>			
Surveys				<a href="#">40-day Check-in Survey</a>
Week Starting	22/04/2019	29/04/2019	06/05/2019	13/05/2019
Mentee Action	<a href="#">Complete Session Log</a>	<a href="#">Schedule remaining meetings</a> <a href="#">Complete Session Log</a>	<a href="#">Complete Session Log</a>	<a href="#">Complete Session Log</a>
Mentor Action				
Event				
Surveys				
Week Starting	20/05/2019	27/05/2019 (KMP Cycle Closes)	03/06/2019	10/06/2019
Mentee Action	<a href="#">Complete Session Log</a>	<a href="#">Complete Session Log</a>		
Mentor Action			<a href="#">Confirm availability for the next KMP cycle</a>	
Event		<a href="#">Graduation Ceremony (30/05)</a>	<a href="#">Mentor Focus Group (06/06)</a>	<a href="#">Mentee Focus Group (13/06)</a>
Surveys		Exit Survey		