



KALEIDOSCOPE

# KMP 2021 Cycle 1 Calendar (February–May 2021)

| Week Starting | Week Starting 11/01/2021  | Week Starting 18/01/2021   | Week Starting 25/01/2021  | Week Starting 01/02/2021   |
|---------------|---|--|---|--|
| Mentee Action | Mentor confirm match (17/12/2020)<br>Mentees confirm match (17/12/2020)   | <ul style="list-style-type: none"> <li>Partnership Goal Setting</li> <li>Sample Action Plan</li> <li><b>Mentee Job-readiness Workshop</b><br/>21 January, Thursday</li> </ul>  | <ul style="list-style-type: none"> <li>Register for Cultural Competency Session</li> <li>Register for Graduation Ceremony</li> <li><b>Mentee Job-readiness workshop</b><br/>28 January, Thursday</li> <li><b>KMP Orientation Session (04/02/2021)</b>webinar</li> </ul> | <ul style="list-style-type: none"> <li>Tips for better networking</li> <li>Informational interview questions for mentees</li> <li>Tips and suggestions for networking</li> <li>Complete Session Log</li> <li><b>Mentee Job-readiness workshop: 4 February, Thursday</b></li> </ul> |
| Mentor Action | Mentors confirm match (11/12/2020)  | <ul style="list-style-type: none"> <li>Motivate your mentee</li> <li>Produce standout resumes/CVs</li> <li>Mentor Training Webinar (02/02/2021) Induction</li> </ul>   | <ul style="list-style-type: none"> <li>Register for Cultural Competency Session</li> <li>Register for Graduation Ceremony</li> </ul>  | <ul style="list-style-type: none"> <li>Facilitating networking opportunities</li> <li>Enrich your mentee's networking skills</li> <li><b>KMP Orientation Session (04/02/2021)</b>webinar</li> </ul>  |
| Surveys       |   |  |   | <ul style="list-style-type: none"> <li>Orientation Survey Mentee (04/02/2021)</li> <li>Orientation Survey Mentor (04/02/2021)</li> </ul>   |
| Week Starting | Week Starting 08/02/2021  | Week Starting 15/02/2021   | Week Starting 22/02/2021  | Week Starting 01/03/2021   |
| Mentee Action | Complete Session Log  | <ul style="list-style-type: none"> <li>Practicing different interview styles</li> <li>Practice interview questions</li> <li>Four R's of interview preparation</li> <li>Interview structure in Australia</li> <li>Complete Session Log</li> </ul> | Complete Session Log  | <ul style="list-style-type: none"> <li>Understanding cultural nuances</li> <li>Australian Workplace Culture</li> <li>Unwritten rules of the workplace</li> <li>Complete Session Log</li> </ul>   |
| Mentor Action |   | <ul style="list-style-type: none"> <li>Formulate impactful interview answers</li> <li>Practice interview questions</li> <li>Help your mentee master the job interview</li> <li>Four R's of interview preparation</li> </ul>                      |   | <ul style="list-style-type: none"> <li>Understanding cultural nuances</li> <li>Australian workplace culture</li> <li>Unwritten rules of the workplace</li> </ul>   |
| Surveys       | 10-day Check-in Survey  |  |   |  |
| Week Starting | Week Starting 08/03/2021  | Week Starting 15/03/2021   | Week Starting 22/03/2021  | Week Starting 29/03/2021   |
| Mentee Action | <ul style="list-style-type: none"> <li>Complete Session Log</li> <li><b>Mentees Cultural Competency Session (18/03/2020)</b></li> </ul>                 | <ul style="list-style-type: none"> <li>Understanding feedback in workplace</li> <li>Sample feedback language</li> <li>Complete Session Log</li> </ul>  | <ul style="list-style-type: none"> <li>Revisit partnership goals</li> <li>Complete Session Log</li> </ul>   | Complete Session Log   |
| Mentor Action | <b>Mentors Cultural Competency Session (11/03/2021)</b>   | <ul style="list-style-type: none"> <li>Understanding feedback in workplace</li> <li>Sample feedback language</li> </ul>  | Revisit partnership goals   |  |
| Surveys       | <ul style="list-style-type: none"> <li>Mentor 40-day Check-in Survey</li> <li>Cultural Competency survey</li> <li>Cultural Competency survey</li> </ul> |  |   |  |
| Week Starting | Week Starting 05/04/2021  | Week Starting 12/04/2021   | Week Starting 19/04/2021  | Week Starting 26/04/2021   |
| Mentee Action | Complete Session Log  | Complete Session Log   | Complete Session Log  | Please continue your mentoring partnership through weeks starting <b>26 April &amp; 3 May October 2021</b>   |
| Mentor Action |   |  |   | Please continue your mentoring partnership through weeks starting <b>26 April &amp; 3 May October 2021</b>   |
| Event         |   |  |   | <b>Graduation Ceremony (06/05/2021)</b>  |
| Surveys       |   |  |   | Exit Survey Exit Survey  |

**Legends:** Mentee actions in Blue | Mentor actions in Red | 📅 Dates (DD/MM) | 🎓 : Online Learning Module | 📁 : Resources | 🗺️ : Mentoring Topic  
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