

MEETING AGENDA: SAMPLE

This sample agenda for the first four mentoring meetings offers a suggested format for the mentoring meetings and discussions.

Mentors and mentees are encouraged to develop a plan of meetings that suits their own requirements and provides flexibility to explore other topics as they present themselves.

1 INTRODUCTION

Discussion points/activities:

- discuss your own respective backgrounds
- expectations of the mentoring relationship
- decide on Meeting Two topic = e.g. goal setting and career planning
- mentee to complete and submit Student Acknowledgement form

To complete:

- negotiate objectives of the mentoring relationship
- agree upon frequency and method of contact
- discuss how you will maintain contact between 'meetings'
- return completed Mentoring Protocol form to Cate Clifford c.clifford@uq.edu.au. Save the file as: Mentoring Protocol_Mentee's name_Mentor's name

Preparation for next meeting:

- mentee to think about career goals – graduate position, two/five/10 years later

2 GOAL SETTING/CAREER PLANNING AND MENTOR BACKGROUND

Discussion points/activities:

- mentee's specific career goals: graduate position, two/five/10 years later
- what is important for the mentee: job satisfaction, financial reward, seeing results, helping in the community, balancing job with other interests
- what can your mentee do now to reach these goals? Areas of study to focus on
- mentor to talk about their own career progression – how did they get this far? Is it what they had planned after uni? How does it differ – is that better or worse?
- decide on Meeting Three topic = e.g. possible positions and job search strategies

Preparation for next meeting:

- mentee to find their ideal job and bring to next meeting
- bring in your résumés (both mentor and mentee)

3 POSSIBLE POSITIONS AND JOB SEARCH STRATEGIES

Discussion points/activities:

- mentee to go over his/her ideal job advertisement. What appeals to them? Why?
- what mentee needs to do to be considered for this role – further study/training, work experience, networking?
- what entry level roles could lead to this position? How can mentee find out more about working in this role/company? Any avenues for meeting people in this field?
- compare mentor's and mentee's résumés – how do they differ? How far away is the mentee from being suitable for their ideal position?
- revise résumé – highlight areas that need work or require more experience/knowledge
- decide on Meeting Four topic = e.g. networking

Preparation for next meeting:

- mentee to think about what networking is
- mentor to arrange to have mentee briefly visit workplace at next meeting

4 NETWORKING

Discussion points/activities:

- discuss the best attributes for working in preferred roles. Strengths and weaknesses (mentor and mentee) – what can be done to overcome these?
- discuss possible professional organisations to join, continuing education opportunities, publications and subscriptions of interest
- assist with creating the mentee's 'elevator speech' – to introduce themselves in a networking situation
- discuss any concerns about networking: what to say, small talk, what they can offer you in return
- compile a list of people it may be beneficial to meet prior to graduation and how to achieve that – be realistic
- briefly visit the mentor's workplace
- job applications, interviewing and transition to work

Preparation for next meeting:

- mentor to suggest professional for student to contact for further discussion on working in the field - coffee meeting
- arrange for mentor and mentee to attend one networking function before next meeting

MEETING AGENDA

The BEL Career Mentoring Program is designed to encourage participants to explore a range of topics.

The following form is an optional tool to assist with meeting preparation and may provide direction for discussions. As such, you will notice that apart from the initial meeting, no focus or discussion points have been set. Ideally, at the end of each meeting, participants will decide on the focus of the next session.

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Discussion points/activities:

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To complete:

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Preparation for next meeting:

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2

Discussion points/activities:

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To complete:

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Preparation for next meeting:

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3

Discussion points/activities:

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To complete:

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Preparation for next meeting:

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4

Discussion points/activities:

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To complete:

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Preparation for next meeting:

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