

# 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](mailto: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