

# 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

<h3>Your First Meeting</h3>	<ul style="list-style-type: none"><li>• Mentor and mentee share some details about their professional work history.</li><li>• 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.</li><li>• 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.</li><li>• Set/confirm next meeting date and location.</li><li>• Mention preferred way of staying in touch.</li><li>• Agree upon how to communicate with each other to change meeting times, or amount of time to await a response from an email.</li></ul>
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## Goals: Applying for Jobs

<h3>Applying for Jobs</h3>	<ul style="list-style-type: none"><li>• 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?</li><li>• 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 TMP Program Resources webpage.</li><li>• Set/confirm next meeting date and location.</li></ul>
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## Goals: Hiring Processes

<b>Interview Practice</b>	<ul style="list-style-type: none"><li>• Conduct a mock interview session. You can use the Interview Questions Practice PDF from the TMP 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?</li><li>• Set/confirm next meeting date and location.</li></ul>
<b>Telephone Interview</b>	<ul style="list-style-type: none"><li>• 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?</li><li>• Set/confirm next meeting date and location</li></ul>

## Goals: Networking

<b>Practice Information Interview</b>	<ul style="list-style-type: none"><li>• Mentor, contact colleague or another mentor to meet with the mentee.</li><li>• Mentee, if you have never conducted an information 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.</li><li>• Set/confirm next meeting date and location.</li></ul>
<b>Networking</b>	<ul style="list-style-type: none"><li>• Talk about typical professional networking opportunities in Canada. Mentor, share information about professional organizations and events that you think would be useful to your mentee.</li><li>• Together, discuss what networking is typically like in Canada 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. This can be found on the TRIEC Campus at <a href="http://triec.ca">triec.ca</a></li><li>• Set/confirm next meeting date and location.</li></ul>



## Goals: Networking

### Workplace Culture and Communication

- Every organization has its own unwritten rules for how things are done. This can also vary from profession to profession, sector to sector, and country to country. Using the Unwritten Rules of the Workplace PDF from the TMP Program Resources webpage, discuss with your mentee or mentor some of the unwritten workplace rules you've experienced in places you have worked. What is similar? What is different? Based on this discussion, what kinds of things could be useful for the mentee to find out when they start a new job and how could they do this?
- Set/confirm next meeting date and location.

## Goals: After the Job Search

### Performance Reviews

- Winning a new position is just the start of one's professional life in Canada. Typically, a new hire must also go through a probationary period, so understanding performance reviews can be a key factor in a new hire's success. Mentors and mentees, discuss typical performance review processes you've both experienced in previous jobs and what is typical in Canada. This includes how feedback is typically given (e.g., how direct or indirect a manager or director would be) and how staff are expected to respond.
- Using the Typical Tasks in Preparation for the Performance Appraisal Meeting PDF from the TRIEC Campus, talk about how to prepare for a typical performance review in Canada.
- Discuss some of the things a new hire can do during their probationary period to demonstrate to their employer their value to the organization.
- Set/confirm next meeting date and location.

### Final Meeting

- Discuss ongoing career and professional development plans. Set/confirm next meeting date and location.
- Develop an action plan for the coming months (e.g., for job search activities, networking, preparing for job onboarding for a new position) and discuss relationship in the future (if any).
- Review your Partnership Goal Setting document to see how much you were both able to accomplish during your partnership and celebrate successes!

Were there any topics you didn't get a chance to cover? If so, what are some ways the mentee can find out more about these topics once the partnership has ended? Discuss together.

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