

Creating an Agenda for your time together

An agenda is a list of things to be discussed at a formal meeting. Raising HOPE encourages our Mentees to independently create or co-create with your Mentor an agenda for your next meeting before you get together. The agenda should then be agreed upon by the pair.

Example Agenda:

Date of Meeting: 03/09/2019

Participants: Self & Mentor (your names)

Time: 12:00-2:00

Day: Saturday

Place: Kingston Library, 55 Franklin Street, Story Book Room

Will anyone else attend: For example: "I will try to get childcare & let you know if I need to bring the kids beforehand" or "Just us"

12:00-12:15: Check in about last week's assignment and how the week went.

12:15-1:00: Look at sample resumes, write a resume using library computer

1:00-1:45: Look at jobs together on indeed and in the library newspapers

1:45-2:00: Plan and write down our next meeting and what we will check in about (assignments in between, for example: look up the phone numbers of my references named on my resume or come in with three jobs I want to apply to and the application)