



StreetWise Partners Winter 2020

Session 11 Module: Nine Month Work Plan



Nine Month Work Plan

How To Keep Your Network Alive

- Reach out when there are "milestones" such as holidays, birthdays, and new job alerts on LinkedIn
- Reach out when you have news on your own career growth
- "Saw this, thought of you" - send articles, info about events, etc. on topics relevant to your connections' interests
- If there are relevant events your connection might be interested in, invite them to attend and ask to go to coffee beforehand
- If you see that your contact will be at the same event as you, reach out ahead of time to ensure you connect at the event

Remember

- If someone is more senior than you, use the appropriate level of formality when you reach out



Skills for Work. Confidence for Life.

Nine Month Work Plan

Mentee Name: _____

Mentor Name: _____

General Information

Start Date: _____

End Date: _____

Bi-weekly Meeting Day and Time: _____

Who will be responsible for setting your weekly meeting agenda? _____

Preferred method of meeting (phone, in-person, etc.. It can be a mix of methods so be specific):

Best way to be in touch between weekly check-ins (text, email, call on cell, etc.):

What We Are Working Towards

What would the mentee like to accomplish in the next nine months? _____



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What We Are Working Towards (Cont'd)

What role will the mentor have in supporting the mentee in his or her accomplishments?

Setting Expectations

Mentor, what are your expectations of your mentee for the nine month follow-up? _____

Mentee, what are your expectations of your mentor for the nine month follow-up? _____

Mentee Goals - For Nine Month Follow-Up

Larger Goal:



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Mentee Goals - For Nine Month Follow-Up (Cont'd)

Action Goal 1:

Action Goal 2:

Action Goal 3:

How often will mentee and mentor review goals: _____

Date of first goal review: _____