

Sample First Peer Mentoring Group Meeting Agenda and Talking Points

Thank you for your leadership as a Conversation Catalyst for the ND ATD Peer Mentoring Group! Please review the information below to prepare your first meeting and next steps.

Agenda Item and notes	Suggested talking points
<p>1. Welcome! One of your roles is that of host, arrive at least 10 minutes early to make sure that the technology works and welcome people by name as they join as possible.</p>	<p>Thank you for joining us today! I'm excited that we will learn from each other.</p>
<p>2. Let's get to know each other Consider using some of these introduction and ice breakers listed.</p>	<p>Name Company Role in company</p> <p>Why did you pick this group? What mentor has helped you get here? What do you want to get from this experience? What do you want to give during this experience?</p>
<p>3. The Peer Mentoring Experience</p> <p>a. Purpose b. Format</p> <p>The purpose of this section is to "level-set" expectations. For example, this is a peer mentoring experience, so we learn from each other, etc.</p>	<p>The purpose is to learn from each other. My role, as conversation catalyst is to help facilitate the conversation. We all contribute to the conversation – please don't hold back. We can make this what we want it to be.</p> <p>From a format perspective, we meet at least once a month for six months. We meet at the same day of the month and time of day.</p>
<p>4. Select Recurring Meetings</p> <p>a. Day of month b. Time of day</p> <p>Narrow and select day of month and time of day.</p>	<p>Let's select a day of the month that works best. Are there any days of the month that doesn't work for anyone?</p> <p>How about time of day?</p>
<p>5. Topics of Interest Schedule a topic or question for each meeting moving forward to aid in discussion.</p>	<p>Let's talk about topics of interest.</p> <p>Are there any topics of interest to you?</p>
<p>6. Next steps Communicate next steps such as watching for an outlook invite, any research members agreed on, etc.</p>	