

Sample Agenda 2

- 9-9:30** **Mentees arrive – welcome and lite refreshments**
- 9:30-11** **Panel discussion: talking points include; expectations in a workplace, professionalism, and importance of education/experience
(if possible, include employees with disclosed disabilities)**
- Keynote speech from an employee (HR, manager, owner)**
- 11-11:15** **break – encourage employees to approach mentees**
- 11:15-12** **company tour, Q & A**
- 12-12:30** **lunch, closing remarks**