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May 2016

Dear Mentors:

Thank you for volunteering to participate in the Speed Career Networking event for **Finance p**rofessionals!  Below is information that will be helpful to navigate the event.

**Time and Location:**

**Thursday, May 12th, 2016 from 2:00 – 4:30 PM**

(Registration begins at 1:30 pm)

**Edmonton Room in Stanley A. Milner Branch**

Edmonton Public Library

7 Sir Winston Churchill Square, Edmonton AB T5J 2V4

[Get Directions](https://goo.gl/maps/PwDZp51bXN52)

The Library is on several major bus routes and has direct access to Churchill LRT Station., Edmonton AB

**Agenda:**

1:30 – 1:50 Registration

1:50 – 2:00 Welcome and Explanation of the Process

2:00 – 2:45 **Ready, Set, Speed Network!**

2:45 – 3:00 Coffee Break

3:00 – 3:45 **Ready, Set, Speed Network!**

3:45 – 4:30 Free Networking Time

4:30 Wrap-up, Closing Words and Evaluations

**Speed Networking Timeline:**

There are 16 internationally trained professionals (mentees) attending and 10 industry representatives (mentors). All the mentees have university degree and over 5 years of overseas work experience in **Finance, Accounting, Banking and Business Administration**.

Each mentor will be assigned a table. A couple of mentees will have the opportunity to talk to a mentor in their field of expertise for 15 min and to network with the rest of the representatives during the free networking time. Mentees will rotate, moving from table to table at the sound of the bell. Mentors will remain at the same table.

Below is the format that will be followed for each table conversation:

|  |  |  |
| --- | --- | --- |
| **Time Allotted**  | **Activity**  | **Total Time**  |
| 30 seconds x 2  | Mentees (2) introduce selves  | 1 minute |
| 30 seconds  | Mentor introduces self  | 1 min 30 seconds  |
| 12 minutes | Mentor discusses the assigned question, additional free discussion  | 13.5 minutes  |
| 1.5 minutes  | Warning for mentees to change tables and settling in at new table  | 15 minutes  |

**Resource material:**

We encourage you to bring any resource material of relevance to your industry/firm.   A resource table will be available in the room.

**Speed Career Networking Questions:**

1. What skills, abilities and/or qualities are most important for a position in this field?

2. What are employers looking for during an interview? Do you have any suggestions for self-marketing?

3. What activities would you recommend I do to expand my professional networks in this field?

4. How would you assess the experience and training I’ve had so far in terms of entering this field? What kinds of additional experience and/or training would you encourage me to pursue?

5. What is the best way to enter this occupation, given my education and experience?

6. Would you mind taking a look at my resume and sharing some feedback?

7. How would you describe the work culture at your organization? Can you give examples?

**Mentees’ feedback from previous events:**

* *The mentors gave us confidence to continue our job search.*
* *Very relevant and helpful to my future interview with the employer.*
* *Speed career networking is a great event for a new immigrant here in Edmonton. I learned a lot and help me to be confident enough to have an interview.*
* *For a new immigrant looking for a job – it seemed like ‘reaching heavens above’. It was great that employers/mentors spent time mentoring us and gave us valuable tips and strategies.*
* *The event is very useful in gaining insights from company representatives on how to get hired either by them or in general.*

Mentees who participate in this event are educated, skilled and experienced professionals who are ready to put their skills to work in Edmonton and to contribute to our economy. As you can see from the comments above, this event and your participation is significant in the career development of Edmonton’s global talent.

If you have any questions, please feel free to contact me.

Thank you again for the generous gift of your time and experience, and for your commitment to supporting foreign-trained professionals in Edmonton to be employed to their full potential.

Sincerely,

***Elena Chernaeva***

Project Coordinator, ERIEC

