



**SUMMER
OF TECH**

Employer's Toolkit

Weekly Catch Ups

An opportunity for the intern and you, their leader, to chat through any work plans, challenges, wins and learning goals for the week.

Weekly catch ups can be a nice time to catch up on a personal level too. Communication is key from both sides so this template offers an opportunity to have awesome weekly mentoring/coaching conversations. This template is designed to be used by the intern, and should be completed and sent to you prior to your meeting.

Learn

What skills and knowledge would help me to learn and challenge myself?

Notes

Challenges or support needed

What am I facing this week that might be causing a barrier? How can my leader help me?

Notes

Work plan

What is my focus this week? What is my input?

Notes

Wins or general chat

What has been my biggest success? What do I feel proud of? Anything else I would like to yarn about?

Notes