

Transition Meeting Guide

The transition meeting happens about two weeks before the end of the sponsorship period. This is a chance to identify important sponsorship activities for the newcomer and the sponsor team to complete within the sponsorship period.

Remember that integration is an ongoing, years-long process. The sponsorship period offers a strong start. Newcomers and sponsors will be at various places at the time of the transition meeting. No matter where you are with your sponsorship activities, it is important to meet and to identify the next steps.

Meeting Starter Questions

These short questions provide an opportunity to learn more about each other.

- What are some things the newcomer has learned from the sponsors?
- What are some things the sponsors have learned from the newcomer?

Transition Discussion Questions

These are common questions for newcomers and sponsors who are transitioning from the sponsorship period.

- What has been going well?
- How have newcomers and sponsors been communicating recently? How is communication going? What is working? What is not working? What changes are needed to make communication easier now?
- Now that the sponsorship period is ending, is the newcomer comfortable doing things on their own? Can they pay bills, get English training, and ask for an interpreter? What things would the newcomer like support with?
- What are the current challenges with the sponsorship? Is there any action that could be taken to make it better?
- As you approach the completion of the sponsorship goals, sponsors and newcomers will transition from formal sponsorship to good neighbors. How are you feeling about the goals you have achieved? How do you feel about moving from sponsorship to good neighbors?

Transition Meeting Activities

TRANSITION PLAN

The *Transition Plan* focuses on areas important to sponsorship. After reviewing the plan, the newcomer and sponsors will see the sponsorship goals they met. They will agree on the steps that can be taken in the next two weeks to meet goals. They will also identify resources for newcomers as the sponsorship period ends.

- What have you done together?
- What are the newcomer's goals and priorities for the last weeks of the sponsorship and looking to the future?
- How can you achieve some of these in the last weeks of the sponsorship?
- **What future goals will be achieved after the sponsor period? How can the newcomer connect to community resources to achieve these goals?**

CALENDAR

Review the calendar of upcoming activities. This way, newcomers and sponsors will know the key activities in the coming weeks.

- What activities can be scheduled in the next two weeks to complete any sponsorship activities?
- Take a moment to schedule a neighbor celebration to celebrate all that has been achieved. Even if there are remaining activities to complete, it is helpful to set a time to celebrate together. Where and when can this celebration happen?