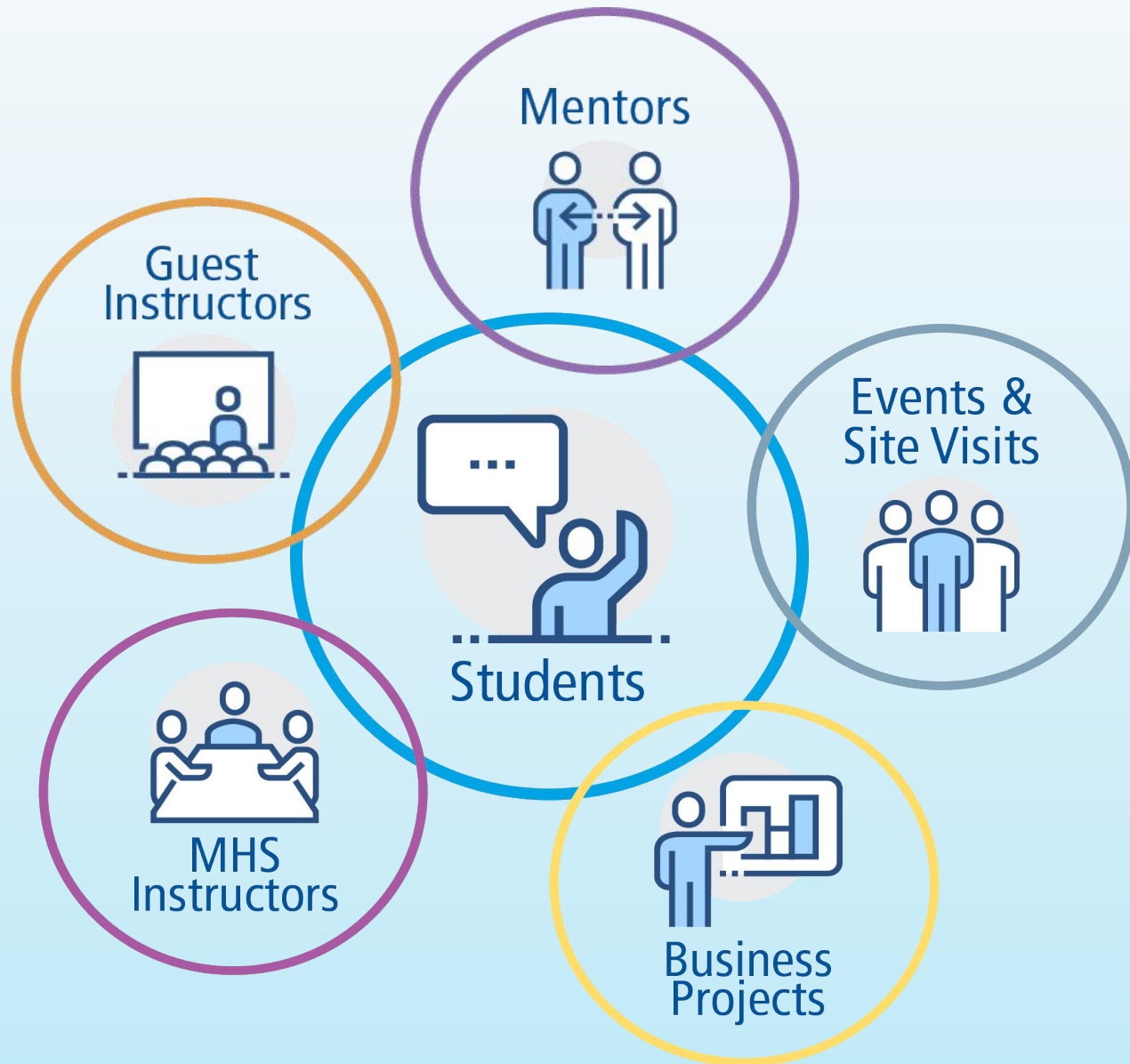




# 2019 - 2020 Mentor Program

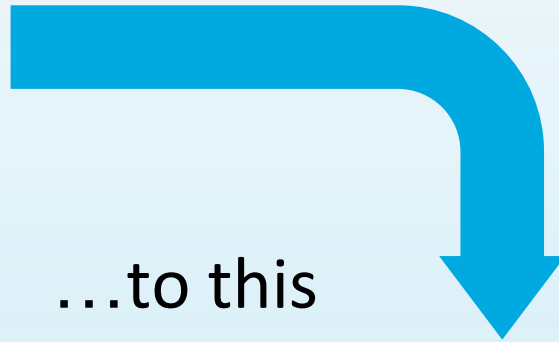
# VANTAGE is a Multifaceted Program in Which Each Program Element Reinforces the Others



# VANTAGE Creates a Transformational Experience



From this...



...to this



## VANTAGE Target Skills

1. Professionalism
2. Teamwork
3. Problem-solving
4. Effective communication
5. Leadership

# Mentors Have a Key Role in Student Success

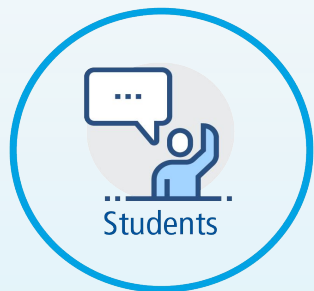


## Mentor Responsibilities

- **Coach your student** on how to effectively interact in a professional relationship
- Be a positive role model - **challenge, encourage and motivate**
- Meet the **minimum** commitment to the mentoring program:
  - At least one monthly meeting with your student
  - Timely responses to communications from student
  - Three rounds of “grading” on student’s management of the relationship with you

Keep in mind you are working with  
a high school student—structure interactions  
accordingly

# Students Lead the Mentor Relationship



## Student Responsibilities

- **Manage the mentor relationship**—scheduling, discussion topics, follow-up
- **Promptly respond** to any communications from mentor
- **Over-prepare** for every mentor interaction—provide work product ahead of time so mentor has time to review before meeting
- **Show respect** and **take an active interest** in your mentor's work life and experiences

Act professionally in all interactions

# Our baseline commitment is a monthly meeting around a professional development topic

## **Kickoff**

***Get to  
Know You***

## **October**

***Collaborate/  
Teamwork***

## **November**

***Manage Time  
and Stress***

## **December**

***Present with Impact***

## **January**

***Lead Yourself  
and Others***

## **February**

***Present  
Yourself***

## **March**

***Embrace  
Diversity***

## **April**

***Live Your Values***

## **May**

***Plan  
the Future***

# Students will bring their projects to meetings

S1 Project Documents	
October	<ul style="list-style-type: none"><li>● Project charter</li><li>● Kickoff documents</li></ul>
November	<ul style="list-style-type: none"><li>● Midpoint Meeting Progress</li></ul>
December	<ul style="list-style-type: none"><li>● Final Presentation Progress</li></ul>
HR Day	
January/February	<ul style="list-style-type: none"><li>● Job Description</li><li>● Cover Letter</li><li>● Resume</li></ul>
S2 Project Documents	
February	<ul style="list-style-type: none"><li>● Project charter</li><li>● Kickoff documents</li></ul>
March	<ul style="list-style-type: none"><li>● Midpoint Meeting Progress</li></ul>
April/May	<ul style="list-style-type: none"><li>● Final Presentation Progress</li></ul>

# Mentors Evaluate Student Performance on Defined Criteria Three Times During the Year

## Student Evaluation Schedule

- Mentor check-in
- End of 1<sup>st</sup> semester
- End of year

SEPTEMBER									
				1	2				
3	4	5	6	7	8	9			
10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			

OCTOBER									
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8	9	10	11	12	13	14			
15	16	17	18	19	20	21			
22	23	24	25	26	27	28			
29	30	31							

NOVEMBER									
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12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	29	30					

DECEMBER									
				1	2				
3	4	5	6	7	8	9			
10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			

JANUARY									
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21	22	23	24	25	26	27			
28	29	30	31						

FEBRUARY									
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18	19	20	21	22	23	24			
25	26	27	28						

MARCH									
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18	19	20	21	22	23	24			
25	26	27	28	29	30	31			

APRIL									
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29	30								

MAY									
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20	21	22	23	24	25	26			
27	28	29	30	31					

## VANTAGE Mentor Check-in Fall 2019

\* Required

First Name \*

Your answer

Last Name \*

Your answer

Your Email \*

Your answer

Student's Name \*

Your answer

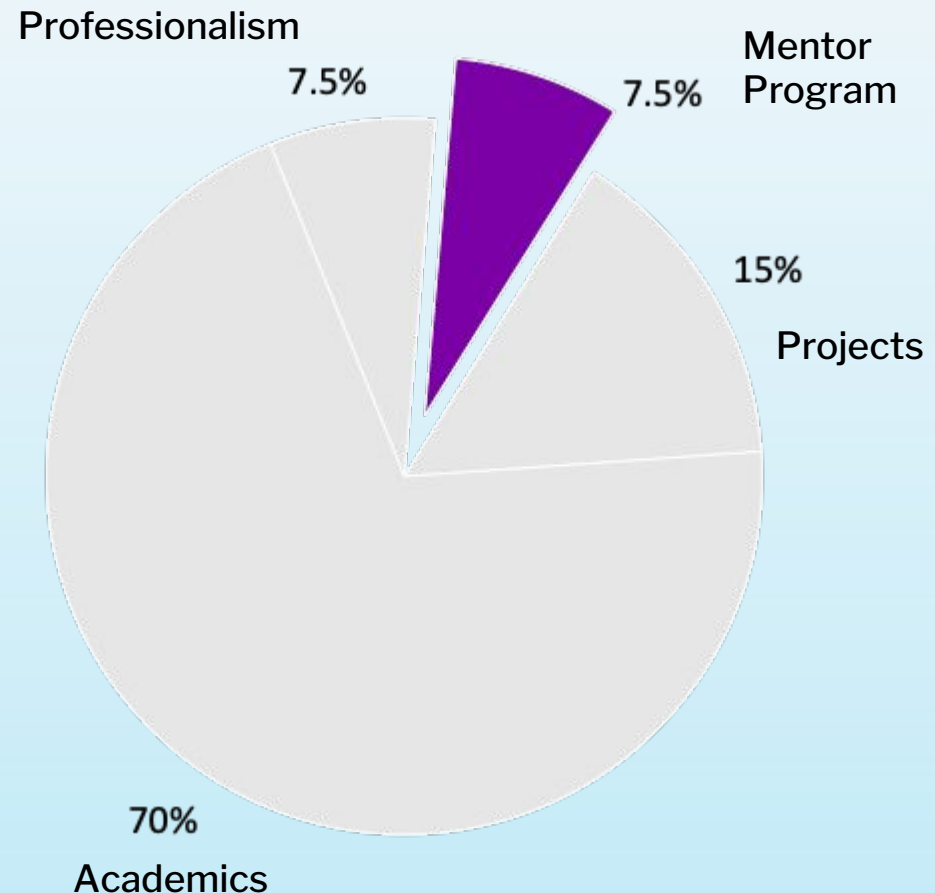


# Student Management of the Mentor Program Is an Important Part of Their Grade

Mentors assess students three times a year using specific criteria

## Mentorship Evaluation Criteria

- Frequency of communication
- Using mentor as a resource
- Communication skills
- Reliability
- Professional behavior



# Many Mentor Relationships Go Beyond the Baseline Commitment

## Baseline Commitment

- Monthly live interaction that covers topic
- Prompt response to student communications about scheduling
- Preview any materials sent ahead of interaction by student to provide thoughtful feedback
- Communicate to student first and director second if relationship needs a course correction
- Grade student three times/year



## Optional Activities

Be a site visit host

Be a VANTAGE guest instructor

Build trust  
& develop  
an ongoing relationship  
that extends beyond the  
school year

# The Program Provides Resources to Ensure Your Mentor Relationship Stays on Track

## Ensuring Mentoring Success

- Most mentor relationships launch and operate smoothly across the year
- If student or mentor does not feel the relationship is functioning as expected, be proactive
  - Communicate! Talk with each other to reset expectations
  - If that does not work, contact the VANTAGE Director and/or a teacher



Thank you!



# Appendix

# First Meeting: Get to Know Each Other

## Sample Questions

Where did you go to high school, and what activities did you do?

What do you hope to get from this mentoring relationship?

What choices did you make in high school and college seem right in hindsight?



Did you ever have a mentor? What did you learn from him or her?

Tell me about your professional history...how did that lead you to where you are today?

What do you know about VANTAGE? Any advice for me on how to get the most out of my year at VANTAGE?

What do you most like to do outside of work?

- Set expectations at your first meeting
- Clarify how your mentor would like you to communicate – email? Text? Voice mail?

# October: Collaboration and Teamwork

## Sample Questions

How does your workplace benefit from collaboration? How does it encourage teamwork?

What kinds of teams have you worked on? What went right and what went wrong?

Tell me about a significant lesson you learned about collaboration at work.



What challenges has collaboration created in your workplace?

How do you address conflict during the collaboration process?

Have you ever been challenged working with a difficult personality? How did you handle it?

- Use your mentor for guidance on dealing with conflicts in your project teams
- Learn to view conflict as a productive tool to ensure the best end result

# November: Managing Time and Stress

## Sample Questions

How do you define stress?

How do you handle it when you can't get everything done?

Do you ever struggle with time management?

What role does stress play in your professional and personal life?

What does your company do to help employees manage stress?

Is stress always a negative thing? What are some positive aspects of stress?

How do you recognize it when others are stressed?

What strategies do **you** use to manage stress?





# December: How to Present With Impact

## Sample Questions

Tell me about some of the best presentations you've seen and what made them impactful.

Do you get nervous when you have to do a presentation? How do you handle that?

What tips do you have for creating effective visuals to complement a presentation?



What are the most effective strategies to begin a group presentation and engage your audience?

Do you have advice on things to avoid?

What can go wrong and how do you avoid these things?

Students should provide their mentors with a presentation document they have used and ask for feedback

# January: Leadership

## Sample Questions

What does leadership mean to you?

What is the difference, if any, between management and leadership?

Are leaders born or made?

What have you done to develop leadership skills in yourself? In others?

What advice do you have for me related to developing leadership skills?

What key behaviors have you seen in leaders that I should develop?



# February: “Present Yourself” in preparation for HR Day

## Sample Questions

How did you get your first real job? What mistakes did you make, and what did you learn from them?



What are important intangibles in hiring and how do you assess them?

What characteristics do you look for when hiring for an entry level position?

How can I improve my resume, cover letter, and profile?

What are the most difficult interview questions you've faced, and how did you respond?

- The “Present Yourself” topic is timed to coincide with the HR Day Event and reinforce the learning from that event
- Students should provide resume, cover letter, and LinkedIn profile to mentor at least 3 days before this discussion

# March: Embracing Diversity

## Sample Questions

Describe the diversity in your workplace.  
How is diversity celebrated in your workplace?

What do you see as the most challenging aspect of a diverse working environment? What steps have you taken to meet this challenge?

What are the positive aspects of a diverse working environment?

What type of experiences have you had working with others with different backgrounds other than your own?



What efforts have you made or have been involved with to foster diversity competence and understanding?

# April: Living Your Values

## Sample Questions

What role have your values played in the career choices you've made?



If you had gone down another career path, what would it have been, and, why?

What are the things you are most proud of in your career and life?

What compromises have you had to make with your values?

Beyond being a mentor, what kinds of community involvement activities have you chosen?



# May: Where do we go from here?

This meeting provides an opportunity to review the mentor experience and plan for the future

What have you enjoyed about being a VANTAGE program mentor?

As we close out our official mentor relationship, do you have any big picture advice for me?

How could I have managed our relationship differently to make it work more smoothly for you?



Are you open to additional contact from me in the future?

Students should keep in mind that the mentors' official commitment ends at this meeting, and students should only continue to contact the mentor if invited