

Kollab Youth

Kollab Youth Mentor Meeting Outline

Week 1: Introductions

- Basic ice breakers
- What does the mentee want to gain from mentorship?
- What expertise does the mentor have to offer?
- Setting boundaries and expectations for the rest of the mentorship process

Week 2: Soft Skill and Professionalism Workshop (Still breaking the ice before diving into industry exploration)

- What are soft skills?
- In what areas can the mentee improve on these skills? (based on Kollab Kwiz results and Thrively)
- Tools and exercises to work on soft skills
- How to write a professional email
- What is business casual or professional dress?
- Professional expectations for the remainder of the mentor/mentee sessions

Week 3: Industry Exploration

- What subject is the mentee most interested in school?
- How can their hobbies and passions be used in a career?
- If mentee is unsure, mentor can suggest possible careers based on Kollab Kwiz strengths
- Homework: Mentee come to the next meeting with research done on potential career paths

Week 4: Industry Exploration Continued

- More research and talking about potential careers

Week 5: Next Steps to Prepare for Career

- College?
- Vocational School?
- Certificates?
- Training?
- How can Kollab help you achieve your desired career interests?
- What have you learned in Kollab so far?

Week 6: Resumes

- Resume building and refining

Week 7: Job Interviews

- Mock job interviews
- What questions to expect
- What to say to make mentee stand out

Week 8: Reflection

- Biggest takeaways for mentees and mentors
- Does the mentee feel prepared to move on?
- Will the mentee/mentor relationship continue beyond the Kollab Cohort?