Department of Education
Dennis M. Walcott, Chancellor

NEW YORK CITY MENTORING PROGRAM

WORLD OF WORK FOCUS AREA
MENU OF RECOMMENDED ACTIVITIES

Mentors may select from the list for ideas in designing sessions with their mentees. None of the items are required activities; however, everyone is urged to complete #1 through #3.

1. **Mentor and mentee set goals for their relationship and plan a set of activities related to achieving those goals, with a timeline.**

2. **Mentor takes mentee on a tour of his/her job site and highlights the company resources and facilities which relate to their targeted goals.**

3. **Mentee takes mentor on a tour of his/her school**.

4. Mentee receives a directory of the corporation's office(s) and/or copy of the company's promotional material to explain various aspects of the company's operations.

5. Mentor gives the mentee an overview/introduction to his/her business/industry.

6. Mentor discusses with mentee the mentee's career/post high school options.

7. Mentee sits in on a staff meeting, business meeting, or in-house training session.

8. Mentor and mentee conduct a mini research project, potentially around the job/career interests of the mentee.

9. Mentor and mentee engage in one or more hands-on projects, such as:
   - Create a business letter or report on the computer
   - Write a press release
   - Create a floor plan of the workplace or hypothetical workspace
   - Create and produce a memo

10. Mentor assists mentee in identifying and learning how to utilize various high school and business resources.

11. Mentor introduces mentee to supervisor and colleagues in his/her department, and shows mentee employment opportunities in his/her profession.

12. Mentor teaches mentee job-related skills, such as how to take a phone message, send a fax, and manage a filing system.

13. Mentor works with mentee to enhance mentee's communication skills, such as:
    - How to interact with individuals within one's department or in a different department
    - The importance of body language
    - What language is or is not appropriate to use at work
    - Refining presentation skills

14. Mentor shares job-getting advice with mentee, such as:
    - Appropriate topics of conversation
    - How to dress
    - The use of tools, such as a resume and informational interviews

15. Mentor and mentee work on mentee's resume.

16. Mentor conducts a mock interview with mentee.

17. Mentor shows a mentee the steps of operation of one of the company's departments.

18. Mentor shares information on budgeting and finance, such as:
    - Income levels for various positions
    - Company or department finances, including income/expense/profit/shares
    - Creating personal budgets

19. Mentor works with mentee to enhance mentee's planning and scheduling abilities by using the following:
    - deadlines/target dates
    - flow charts
    - graphs
    - timelines
    - calendars
    - pocket calendars

20. Mentor and mentee complete an assessment of the program together by discussing the following and keeping a written record of results:
    - What have we accomplished to date? What did we learn?
    - How is mentee better prepared to face the world of work?
    - What would we do the same if we were going to do this again? What would we do differently?
    - What are our next steps? What areas need further work?

Office of Strategic Partnerships
New York City Mentoring Program
131 Livingston Street • Room 509
Brooklyn, New York 11201
Phone: (718) 935-5663 • Fax: (718) 935-2585
www.nycmentoringprogram.org