



# Career Academy-conducted Mentor and Manager Training

A powerpoint template to review with  
new apprentice mentors and managers

# Introductions

1. Name
2. High School Graduated
3. College/University/Trade School Attended
4. Current Role/Position
5. When you went to high school, what did you enjoy the most about high school ?
6. When you went to high school, what did you enjoy the least about high school ?

# What do we want them to accomplish ?

- Get comfortable working with high school students
- Learn about the role of a mentor
- Education now versus the past \*\*

# School Expectations of the Apprenticeship Mentors - Relationships

- Think of assisting in solving the problem -- Coaching, Not Telling
  - Adults not solving problem for the students
  - Do not assume
  - Be prepared
  - Be consistent
  - Be engaged
- \*\* Communicate early on issues - Learning Opportunities**

# School Expectations of the Apprenticeship Mentors - Logistics

- Consistent communication with the career academy (Melanie Bryan) on the status of the apprentice
- Documentation on each competency

*We Are Pella*



PELLA COMMUNITY SCHOOLS

*Maximizing Life's Opportunities for Every Child*

# Our Brand Pillars - What “We Are” all about

## **The Pella Community Schools are...**

- pursuing excellence
- building caring relationships
- respecting and developing every child’s potential

# We Are Pella Means We Are...

**Purposeful** - We are deliberate in our commitment to every student.

**Personal** - We believe that all students are individuals who have different wants, needs, and desires.

**Passionate** - We have a fire within us that wants to see all students develop the skills and abilities that will enable them to reach their dreams.

**Public** - We exist for the benefit of everyone.



# High School Now Versus The Past

- What was your goal in high school as a student?
- How has school changed in your opinion?
- Where do you see education going in the next ten years?
- How do you feel technology has impacted education?

# Some Ideas for Talking with Students:

1) Check for student understanding:

**Do you understand ? NO**

**Please state what you are thinking ? YES**

2) Learning Styles: Visual, Auditory, Verbal, etc.

3) Use Humor, Not Sarcasm - They appreciate it and you will relax.

4) Find out their interests

5) Listen, Listen, Listen

# Communication Channels

- a. Appropriate way to contact students
  - i. What if a student contacts me ?
  - ii. Business or School email ?
  - iii. **NO personal email or text**
  - iv. **NO meeting outside of the school**
  - v. Must use Vermeer email
- b. Language -- Same wavelength/Common language
  - i. Always check for understanding -- Student restating their thinking/thoughts
- c. Dominant personality or Introvert personality -- How to deal with it in a group ?
- d. School: Google world versus Business world
- e. Google account to share with the instructor -- Cannot share the address with kids (Google versus pdf)

First, it is vitally important to make it a positive experience. The teacher and mentor will make or break this program.