GWC Virtual Mentoring Guide - Session 2

Career Paths + Planning

Session Overview



- Ice Breaker [10 mins]
  - I Am From Poem
- Session Goals + Warm Up [10 mins]
  - Share session goals and discuss the term "roadmap"
  - Mentees share their job or internship posting that they found as part of their pre-work. If needed, provide 2-3 minutes for mentees to search for relevant job descriptions and companies of interest on LinkedIn or Indeed.
- Job Search Roadmap [25-30 mins]
  - Breakout Rooms/Small Group Work
    - Mentees review an exemplar and draft their own job search roadmap individually
    - Share out with their small group for feedback
  - Whole Group Share Out
    - Answer any questions mentees still have about their roadmaps
    - Offer insights related to your own career path
    - Mentees highlight a next step to do by the following session
- *Optional* Spotlight on Soft Skills + Interview Prep [5 mins]
  - Highlight the soft skill of *flexibility*
  - Share workplace experience around the soft skill
- Next Steps [5 mins]
  - Review the next steps with mentees, as found in their mentee workbook, and allow them time to ask any follow up questions
- Extension Activities [if time allows]
  - Share your own career path journey and pivotal points/experiences
  - Introduce potential interview question for mentees to consider

Session Goals

As a cohort, our goals for this session include...

- [ ] Envisioning the job we'd like to have one or two years from now
- [ ] Sharing what company values or qualities are important to us
- [ ] Reviewing an example job search roadmap
- [ ] Drafting a roadmap leading to a job in a preferred field

Ice Breaker *10 mins*



I Am From Poem

In this activity, everyone will respond to a series of prompts to create their own “I Am From…” poem. The prompts will require you to think about all the parts of your life that have helped shape who you are. If you're not a poet, don't worry! The goal is to share a little bit about yourself with your group and to learn more about others. You'd be surprised at how incredible these spoken word poems sound.

Mentee Instructions:

1. Mentors will read aloud and/or display the 7 prompts shared below one at time. Try not to skip ahead so the group stays together. Everyone writes their responses to the prompts in their mentee workbook in the same order they are shared. While each prompt is read aloud, mentees silently write their responses. The responses do not need to be complete sentences, you can just list your answers!

    - I am from… (three objects from around your childhood home)
    - I am from… (three objects from your backyard or from near your house)
    - I am from… (three places near your neighborhood)
    - I am from… (family members)
    - I am from… (a phrase that you remember from your childhood)
    - I am from… (food that you had while growing up)
    - I am from… (some special events or experiences that define who you are today)

2. After everyone finishes writing their poem, the group will come together and those who feel comfortable can share their full poem or just a line from their poem.

Close this ice breaker by reminding mentees how important it is to reflect on where you have been to determine where you want to go, both personally and professionally.

Session Goals + Warm Up *10 mins*



Session Goals

Introduce the goals for today:

As a cohort, our goals for this session include...

- ☐ Envisioning the job we’d like to be in one or two years from now

- ☐ Sharing what company values or qualities are important to us
- ☐ Reviewing an example job search roadmap
- ☐ Drafting a roadmap leading to a job in a preferred field

Discuss the term "roadmap." Ask mentees:

- ➔ What do you picture when you hear this term?
- ➔ Have you ever created a roadmap before?
- ➔ What might be important to include in a roadmap?

Warm Up

When thinking of their roadmap goal today, it's important for mentees to keep in mind their ideal work situation and the company values that are important to them. Facilitate a group discussion about what qualities mentees value and add on some of your own, sharing why a certain workplace quality is important to you. Close the conversation that it's important to keep these values in mind when thinking about their goal for their job search roadmap today.

Job Search Roadmap *25-35 mins*



Small Group

Before moving into breakout rooms, introduce the job search roadmap template in the mentee workbook. Share that mentees will move into small groups to individually fill out their own roadmap. Then, when group members are ready, they will share initial plans with the group for feedback.

Mentors can use this time to share a bit about their own roadmaps when they finished school, what types of roles they were pursuing, and what steps they took to get there.

As an additional support for mentees, point out the sample roadmap that is linked in their workbook. As mentees are working in small groups, pop in and out of the breakout rooms to provide assistance and feedback.

Mentee Instructions:

1. Review the sample roadmap and clarify any questions you might have with your groupmates.
2. Take 15 minutes of your breakout time to individually plan and draft your own job search roadmap in the Roadmap It! section below.
    a. Envision what job you'd like to be in 1-2 years following graduation. What would you be doing at this job? What would be a good job title for the role? *Record it under the orange box on the roadmap below.*

   b. With this job in mind, what are 3-4 skills or experiences you'll need on your resume to achieve this position? *Jot them down under the teal boxes in the roadmap below. If you are unsure, search your job position in LinkedIn or Indeed and look at a few example job descriptions to see what they are asking for their candidate requirements.*
   c. For each skill or experience you listed, think through if you can a) share what you've done to already achieve this or b) plan out what next steps you need to take to get there. *Record any next steps under the final blue section in the roadmap below.*
   d. Plan on completing one of the action items prior to the next mentoring meeting and be prepared to discuss. *Circle, bold, or underline this action item.*
3. After 15 minutes, check in with your groupmates to see where they are in their progress and share what you have drafted so far. When providing feedback to others consider:
   a. Does their goal sound attainable 1-2 years post-graduation?
   b. Are the skills needed appropriate?
   c. Are the action items they listed reasonable and achievable?

Whole Group Share Out

When back in the whole group, spend the final couple of minutes in this activity answering any questions mentees have on their roadmaps. Offer insights to any next steps you think would be relevant to their goals. Finally, ask mentees to circle, underline, or write on a sticky note the action item(s) that they plan on working on by the next time they meet.

Optional Spotlight on Soft Skills + Interview Prep *5 mins*



Focus on Flexibility

Closing this activity, explain how even the most well thought out plans and roadmaps don't always go according to plan. When setting goals, working towards a dream job, or just in one's day to day work, employers value a level of *flexibility* and persistence in their employees and their working style.

Mentors should share their own experiences with this soft skill, showcasing how being flexible and persistent positively impacted you or a colleague's professional growth. Explain how you have highlighted this soft skill when interviewing for a role or how you look for this quality when interviewing potential new hires. What have you learned about setting goals and making plans in your career? What has surprised you?

Next Steps *5 mins*



Review the next steps with mentees, as found in their student workbook, and allow them time to ask any follow up questions:

- ☐ If needed, spend time completing your roadmap.
- ☐ Complete, or make progress to complete, at least one of your roadmap action items listed before the next mentoring session. Be prepared to discuss.
- ☐ Do some research to find a potential job or internship posting that you'd like to apply to. Bookmark and have it ready to use at the next session.
- ☐ Make sure you have an updated copy of your resume for the next session. See this helpful resume template builder to get you started if needed.

Optional Follow Up Work for Mentees::

- ☐ Consider where you'd like to be 5-10 years into your career. Follow the roadmap exercise to create career goals and action items to reach for along the way.
- ☐ Practice sharing a response to the following potential interview question:
  - ☐ Suppose you are working on a project in which your manager changes the deadlines and priorities frequently. How would you handle it? How would you plan for success?

Mentors, please make sure to complete your session recap form!

Extension Activities [*optional*]

If time allows, consider building the following optional extension activities into your session time:

Share Your Journey

Share out about your own career path. What were the steps/action items you took that helped you move into your current role? If you could do it again, is there anything you would do differently? Was there an internship or a certain mentor that made a significant impact in your career journey?

Interview Question Prep

Continue the conversation around the soft skills focus of the day, flexibility. Ask mentees to individually think of a time that they demonstrated flexibility and how they might respond to the following interview question:

➔ Suppose you are working on a project in which your manager changes the deadlines and priorities frequently. How would you handle it? How would you plan for success?

Mentees may want to record their sample response in their workbook or practice their response following today's session.

Resources:

- ➔ Student Workbook, Session 2