



## **\*\*\*Mentor Toolkit: 2021-2022 School Year\*\*\***

### **~Secondary Education~**

Pinellas County Schools has created a Mentor Toolkit and Calendar for you to utilize this school year. We have created this toolkit to make it easier to plan out your sessions on a weekly basis. Each week there will be a theme to discuss. Please know, if some of your conversations take longer than we suggest, please continue the conversation. It is Important for us to give the students an opportunity to express themselves. This toolkit has a variety of resources attached to the back for you to reference and utilize as needed.

#### **\*\*\*Breakdown of each 30 minutes session\*\*\***

**5-7 Minutes: How are you feeling today? and Question of the week, which will serve as an opening conversation starter.**

**12-15 Minutes: Weekly theme conversation**

**5 Minutes: Goals for the week/Closing**

**Ex. Talk about a goal your mentee would like to accomplish each week. Examples: Completing homework, getting up on time, finishing all school work, helping with chores at home.**



**5000 Role Models  
Of Excellence**



**Girlfriends of  
Pinellas County**

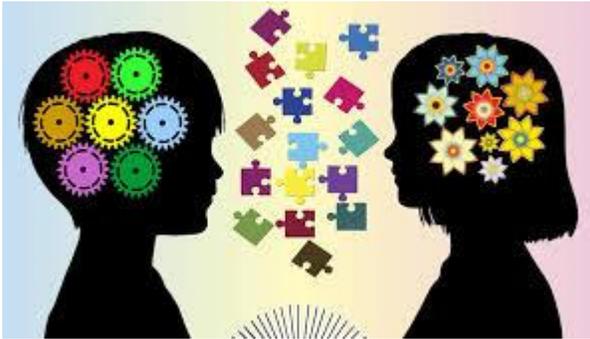


**Mentoring Kick Off!!!** Mentoring will take place using a virtual platform and face to face. Please continue to share the opportunity to mentor with family, friends, and colleagues. To sign up for a workshop visit: <https://www.pcsb.org/mentor>



**Weekly Theme: Let's Get the Conversation Started!** This is a great way to learn more about your mentee. Engage your mentee by asking some of the following questions. Be sure to share about yourself also. They love to learn about you too.

- The best thing about being my age is...
- The best thing about school right now is...
- In school, I do best when...
- If I could change one thing about school, it would be...
- I am happiest when...
- I'm proud that I...
- I appreciate when people...
- The most important thing about my friends...
- I think an interesting career would be...
- The most important thing about me is...
- If I could know one thing about the future, it would be...
- If I had a million dollars I would...
- Next mentoring session, I would like to...



**Weekly Theme: What Helps Me Learn?** This week you and your mentee will discuss their learning style. This will give you a deeper understanding of what's important to them and if there are any areas, they could use additional support in.

Please use the guide below to guide your conversation.

ACTIVITY

## What Helps Me Learn



What can you tell me about your **reading**?  
Is that a good way for you to learn new things?

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Do you like **drawing** and doing **art projects**?  
Does that help you explore new ideas?

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Do you find it helpful to **listen** to people  
explaining new things?

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What else would you like me to know  
about how you learn?

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What can you tell me about your **writing**?  
Do you enjoy writing?  
Do you find it a good way to express yourself?  
Do you find it a good way to remember things?

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Do you enjoy **talking**  
about things you are learning?

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Do you find it easy to **ask questions** or do you like  
to find out things in other ways?

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**Weekly Theme: Interview Your Mentor-** This week give your mentee the opportunity to learn more about you. Provider them with the following guide, so they can interview you.

ACTIVITY

Interview Your Mentor

1

What do you want to do for work when you finish high school?

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2

Why do you want to do this type of work?

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3

Do you know anyone who is doing this kind of work? If so, what did you learn from them about this work?

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4

What kind of schooling would you have to take to do this kind of work?

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5

Where would you go to school?

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6

Where would you like to do this job?

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7

Do you have a job now? If so, what is it?  
What do you like most about this job? What are you learning on this job?

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**Test-Taking  
Strategies**  
GENERAL TIPS

**Weekly Theme: Test Time-** Your mentee will have a variety of test to take while completing the middle and high school studies. Please take some time to discuss these test-taking strategies with them when studying.

There are many different types of tests: Essays, true/false, and multiple-choice, to name a few. Knowing how to study for them can help your mentee sharpen their test taking skills. During your session, review the various test preparation tips. Work together to create an action plan for preparing for their next test.

**General test prep tips:**

**Concentrate on learning what you do not know.**

- Ask your teacher for help, if necessary.
- Anticipate the questions
- Create a study outline
- Ask questions
- Make a study schedule

**Essay Tests:**

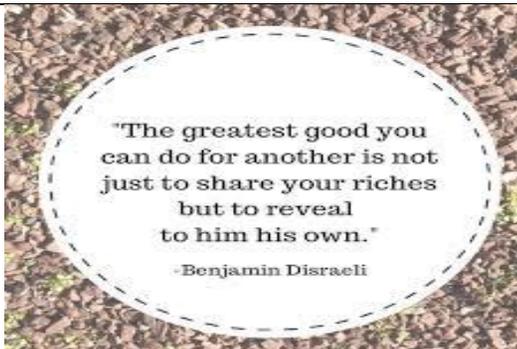
- *Keep Track of Your Time-* If you have five questions to answer in 40 minutes, for example, make sure you do not spend too much time on any one question.
- *Read Through the Questions-* Once by familiarizing yourself with all of the questions first, you will have much more time to consider your answers.
- *Identify and circle the Directive Words-* Read the directions carefully and clarify the key terms.
- *Outline Your Answer First-* Try to organize your answers as well as you can. Teachers are greatly influenced by the structure of your answer.
- *Take Time to Write a Good Introduction and Conclusion-* A strong introduction and conclusion are essential parts of a good essay. The give your responses the structure and logical arguments.



**Weekly Theme: Study Habits-** Good Study habits are a key building block to academic success. It is important for students to understand the relationship between studying and good grades.

Watch the following video with your mentee and discuss 3 things they learned and are going to implement into their study sessions.

**Watch the Video:** <https://www.youtube.com/watch?v=p60rN9JEapg>



**Weekly Theme: WHO AM I? SELF AWARENESS AND ASSESSMENT**

Adolescence is a time of self-discovery and exploration. During this time, many young people struggle to find themselves and lack the resources to navigate the process effectively. As a mentor you can encourage and support your mentee as they learn to define them and assist in identifying useful resources. The goal of the session is to help your mentee identify their interests, skills, and values as the foundation for career exploration.

**Activity**

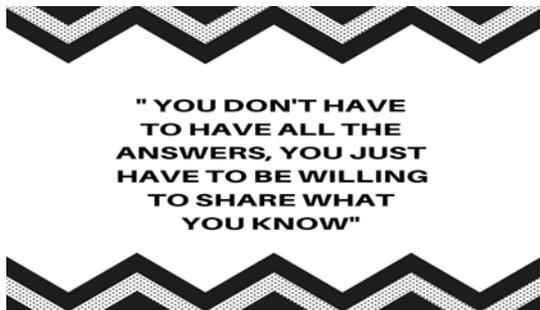
1. Ask your mentee to think about someone they know (family member, teacher, friend) who has a job. Does the person enjoy their job? Why or why not? What does your mentee think is important when choosing a career?
2. Explain to your mentee, that before they start thinking about a career, it's important that they know and understand their:
  - Interests (what you like)
  - Skills (what you are good at)
  - Needs & Wants (your values and preferences)
3. Ask your mentee to complete Part 1 of the Self-Assessment worksheet
  - **List 5 Things I like to do:**
  - **List 4 Things that I do well:**
  - **List 3 Things that are important:**
  - **List 2 Things I really want in a job:**
  - **List 1 Things I really don't like:**

# COLLEGE and CAREER CENTER

**Weekly Theme: What are my next steps?** Explore Elevating Excellence College and Career Center website with your mentee. The College and Career Centers are the hub of information and support for students and families. Working in collaboration with school counselors, the College and Career Center teams provide individualized and targeted assistance to navigate the college-going process.

**Website to visit-** <https://www.pcsb.org/cc>

Talk with your mentee about what their dreams are after they graduate from high school. On this website they will learn more about college and career centers and everything they support.



**How are you feeling?** Please start off your mentor session by asking them to tell you how they are feeling. Sometimes students struggle with verbally communicating how they are feeling. Use the graphic attached for them to select how they are feeling.

**Question of the week:** Describe something you do when you are feeling stressed.

### **Weekly Theme: Academic Strategies**

What academic skills are the biggest challenges for you? What are strategies you use to help you with those challenges? Create a list of your challenges, and then discuss with your mentor strategies that can help you achieve your challenges.



**Weekly Theme: Goal Setting-** This week your mentee will choose a personal goal and create an action plan to reach that goal. Complete the following steps with your mentee:

1. Discuss the role of goal setting.
2. Brainstorm a list of meaningful personal goals with your mentee.
3. To provide a meaningful example, consider sharing a personal goal that you have and using the guide to create a plan of action to demonstrate the process to your mentee.



## ACTIVITY (for older mentees)

## SMART Goal-setting

- |                      |   |
|----------------------|---|
| <b>S</b> Specific    | Shouldn't be too broad  |
| <b>M</b> Measurable  | Should be measurable to determine when the goal has been achieved   |
| <b>A</b> Achievable  | Needs to be realistic and achievable                                |
| <b>R</b> Relevant    | A goal should be relevant to overall personal or professional goals |
| <b>T</b> Time-framed | An expected timeframe should be decided on to achieve the goal      |

### GOAL #1

My goal:

Steps I will take to achieve my goal:

I will know I have reached my goal when:

I will review my progress and reach my goal by (date):

### GOAL #2

My goal:

Steps I will take to achieve my goal:

I will know I have reached my goal when:

I will review my progress and reach my goal by (date):

### GOAL #3

My goal:

Steps I will take to achieve my goal:

I will know I have reached my goal when:

I will review my progress and reach my goal by (date):

I am committed to this plan of action.

## Weekly

**Theme: Identify Your Time Wasters** (From TSIC) This week you will work with your mentee to identify things that may be “time wasters.”

Time wasters are those activities that can be eliminated in order to give students more time for important tasks, like studying or homework.

You and your mentee can work together to create a list of five or ten time wasters.

**Title the list, "Things I don't need to do every day."**



**Weekly Theme: Working Through Conflict**

These scenarios are to get your student to discuss situations that may have conflict, but how to work through them or to avoid them.

- Your friend tells you a secret in absolute confidence. You don't really mean to, but you tell another friend. Soon the whole school seems to know what your friend's secret is. Your friend is really mad at you. Your other friends are also upset that you revealed the secret. What do you do?
- Your parents have a strict rule that all homework must be done before you can go out after school with your friends. All your friends go down to the basketball courts after school to play basketball. By the time you get there, teams are already set, and games have already been played, so it's really too late to join in. What can you do?
- Your little sister (or brother) can be a real pain. Whenever you have friends over, she wants to do everything with you. She annoys you by following you around, interrupting when you're talking, and demanding a turn in everything you do. It is very hard to find some privacy with your friends when she is around. What do you do?
- Your middle school/ high school is much bigger than your elementary/ middle school. There you saw your best friend all the time. Now you don't have any classes together and you hardly see each other at school, except at lunch. Your friend seems to be making a whole new group of friends that you don't know. Today at lunch, for the first time, your friend is sitting with some new friends. When you walk by with your lunch, your friend doesn't ask you to sit down as usual. What do you do?



**Weekly Theme: Exploring Occupations In-Depth** This week you and your mentor will dive into career search. Create a list of 3 occupations you want to explore in depth.

- Occupations:
- What tasks might be included in a typical day?
- What kind of education and/or training is required?
- How much does it pay?
- What is the future for the occupation – is the number of available jobs growing?
- Which of my skills will I use in the occupation?
- What is the work environment like?
- Does the occupation meet the two most important needs I identified earlier?

### **Important Dates to Remember: No Mentoring on Non-Student School Days**

- 10/08/21 - No school for students
- 11/22/21 - 11/26/21- Thanksgiving Break: No school for students
- 12/18/21 - 01/03/22- Winter Holidays: No school for students
- 01/17/22 - No school for students
- 02/21/22 - No school for students
- 03/12/22 - 03/21/21- Spring Break: No school for students
- No Mentoring during testing- check with the school on testing dates (generally in April)
- 05/26/22 - Last Day of School!