Mentor Training Guide

1. Mentor Registration
   - Please plan to arrive at the Susquehanna University Degenstein Center by 11am.
   - There will be a Mentor Registration Area in the Degenstein Center
   - Help yourself to lunch and then find your assigned table
   - You will be given the names of the participants assigned to your table after you arrive.

2. Student/Mentor Lunch
   - The participants will immediately go through the lunch line and then join you at the table. If a participant is not assigned to your table, please direct them to their correct table.
   - As the participants arrive, please have everyone introduce themselves.
   - Keep the lines of communication open and encourage participants to ask lots of questions.
   - The participants may not be interested in your specific career, but you can offer them general advice about career opportunities.
   - Some ideas for conversation...
     - Explore the students’ interests and career desires
     - Tell students about yourself
     - Describe your career and how you prepared for your career
     - Explain various career opportunities that exist
     - Help the students think outside of the box: think beyond traditional careers
     - Give them advice about how they can prepare for their futures, including possible courses to take, volunteer opportunities, etc.
     - Describe different educational experiences they can explore for life after high school: technical schools, junior college, college, lifelong learning
     - Tell them about places to get more information, what they should read

3. Evaluation
   - At the end of lunch, before you leave, please fill out the Mentor Evaluation. The feedback will enable us to ensure that future Mentors are having a quality experience.
4. Keynote Address
   - The keynote address will begin at 1pm; you are more than welcome to attend.
   - XXXXXXXX is the keynote speaker.
   - The participants will be returning to their tables from the morning sessions, so please feel free to take a seat at any of the tables.

5. Job Shadowing
   - We would like to invite the participants to follow up the Symposium with a ½ day job shadowing experience.
   - If you would be willing to host a participant, we will add your name to a list that will be submitted to School Counselors.
   - You may or may not be contacted for a follow up visit.
   - Would you like to participate in the job-shadowing program?