Objective 1:
Understanding the importance of developing transferable skills and a career path throughout their post-secondary education. Mentors will provide support and encouragement to manage learning, maximize potential and develop skills to attain their educational and career goals.

Mentor Introduction (Max. 5 minutes):
1. Briefly introduce yourself to the mentee; share general information about your current job, business or life project.
2. Talk about the personal qualities needed for the type of work you do.

Objective 2:
Mentors will initiate and facilitate a guided conversation. Using the provided list of questions and definitions of 21st Century Skills, mentors will help the mentee identify methods in which to maximize their potential and develop their skills to manage their own learning. Help them see the bigger picture. Build their confidence through reflection and supportive feedback.

Mentoring Activity Directions (30 minutes)
1. Mentors and mentees will use the questions provided related to skills development and career readiness to initiate and guide the conversation.
2. Mentees will use the questions and 21st Century Skills to discuss how they can be further developed and incorporated into their educational and career goals.
3. Mentors will use the additional resources provided in the Mentor Packet to direct mentees to applicable CSN Resources.

Closing Segment (10 minutes)
1. Mentors and mentees will discuss and establish the guidelines of the mentoring relationship.
   a. Form of communication (email, Skype, phone call, etc.)
   b. Frequency of communication (weekly, bi-monthly, monthly, etc.)
   c. Meeting location (CSN Student Union or other public location)
2. Report the mentor meeting using the online web form.
   a. Mentees are required to meet with their mentor a minimum of once per semester.
Mentoring Session – Guided Activity- Instructions- Part I

Mentors will initiate and facilitate a guided conversation. We have provided a list of questions and definitions of 21st Century Skills as a pedagogical tool for initial engagement. During conversation, please help the mentee identify methods in which to maximize their potential and develop their skills to manage their own learning. Please use the list below as a guide, you can rephrase or use your own questions or examples to start the conversation.

**Mentors**
How do you balance your work/school life and home life?
How and where do you find inspiration?
How do you like to spend most of your time?
What program of study or career field interests you?
What are the obstacles you are facing? What is your approach to overcoming/addressing these obstacles?
In what areas do you feel that you need the most help?
What are you trying to accomplish this semester?
What are you currently doing well that’s helping you?

**Mentees**
What is a motto or quote you live by? Why?
What is your best advice to help plan a career rather than simply work to keep a job?
Who or what has influenced you the most?
What dreams and goals inspired you to succeed?
What would the title of your autobiography be?
Was there a time you experience failure? How did you bounce back?
What has been the hardest lesson for you to learn?
If you could do it all over again, what would you do differently?
21st Century Skills

“The term **21st century skills** refers to a broad set of knowledge, skills, work habits, and character traits that are believed—by educators, school reformers, college professors, employers, and others—to be critically important to success in today’s world, particularly in collegiate programs and contemporary careers and workplaces. Generally speaking, 21st century skills can be applied in all academic subject areas, and in all educational, career, and civic settings throughout a student’s life.” (The Glossary of Education Reform, 21st Century Skills) Students are also encouraged to become life-long learners and to continue to acquire broader knowledge base skills in the process.

- Critical thinking: the analysis of fact to judgement
- Creativity: use of your imagination or original ideas
- Collaboration: practice of working together to achieve a common goal
- Communication: convey thought or idea clearly and concisely
- Information literacy: understanding facts, especially data points, encountered online
- Media literacy: identifying publishing methods, outlets, and sources of credibility
- Technology literacy: basic information they need to understand perform tasks and why
- Flexibility: is the expression of someone’s ability to adapt to changing circumstances
- Leadership: the action of leading a group of people or an organization
- Initiative: requiring students to be self-starters
- Productivity: ability to complete work in an appropriate amount of time
- Social skills: connections one person makes with others around them.