



TOOLKIT FOR MENTORING HIGH SCHOOL YOUTH

The Center for Energy Workforce Development (CEWD) and SkillsUSA have developed this extensive toolkit in an effort to support the “grow your own” concept for filling the energy careers pipeline. Students who are part of the SkillsUSA competitions, specifically within the Architecture & Construction, Manufacturing, and STEM career clusters, already have an interest in careers that may be available within an energy company. The fact that the shortage of energy workers is expected to reach nearly 50% over the next five years means that now is the time to put a mentoring program in place! An energy company/SkillsUSA mentoring partnership at a local level is a win-win proposition for both energy companies and SkillsUSA students.

Program Goals

The goals of the mentoring relationship for students are to expose them to energy careers, experience the culture of energy companies, and receive support in making career choices. This would include focusing on job-specific skills as well as social and interpersonal skills required for the world of work. A positive outcome of the mentoring program is students seeing the real-life application of knowledge and skill sets they are developing at school.

The mentoring relationship has direct benefits both on the employee mentor and sponsoring company. A mentoring relationship helps employees to sharpen their skills, improve their communication techniques, and build self-confidence. In addition, employees can develop skills they can use when supervising others at work.

From the company perspective, they are building the pipeline to fill their employment gaps over the next several years. Students who have a positive mentoring experience are likely to consider applying to the company once they graduate high school or college. In addition, companies can feel good about doing something positive for their communities.

About SkillsUSA

SkillsUSA is a nonprofit 501(c)(3) educational association serving more than 300,000 students and teachers in trade, technical and skilled service occupations. Fifty state and three territorial associations implement the SkillsUSA program in more than 16,000 classrooms in 4,000 comprehensive public high schools, area career and technical education centers, and two-year colleges.

Active participation of business and industry are keys to SkillsUSA's success. SkillsUSA has pioneered and enhanced links between education and corporate America. Involvement with SkillsUSA gives employers a direct link with the educational system, producing an even exchange of benefits as students receive more relevant training and employers put better-prepared people to work.

SkillsUSA conducts an annual National Leadership and Skills Conference (NLSC) during the last week of June. This includes the SkillsUSA Championships, which showcases the finest vocational-technical students in more than 90 skilled trade and leadership competitions.

SkillsUSA has helped develop more than nine million workers through active partnerships between employers and educators.

Why choose SkillsUSA mentees?

SkillsUSA complements technical skills training with instruction in the "employability skills" that employers increasingly cite as deficient in the emerging work force. SkillsUSA activities develop creativity, problem-solving skills, teamwork, leadership, self-esteem and integrity—all competencies and foundation skills urged by SCANS, the Secretary's Commission on Achieving Necessary Skills of the U.S. Department of Labor. SkillsUSA introduces students to the corporate quality culture and emphasizes the dignity of work, high standards in trade ethics and workmanship, life-long learning and job safety. Community service, patriotism and an understanding of the free enterprise system are also core elements of a SkillsUSA education. SkillsUSA helps bridge the school-to-workplace gap.

How do I find who to contact locally from SkillsUSA?

The SkillsUSA national office will facilitate involvement with the appropriate state association director and SkillsUSA chapter advisor.

How long is the mentoring program?

While the length of mentoring programs may vary, this toolkit is based on a six-month mentoring program. If a company desires a longer or shorter program, all templates can be adjusted based on the program term. Mentors and Mentees should meet regularly, at least four hour per month.

Where do mentors and mentees meet?

Since this is a work-based mentoring program, all meetings should take place at the workplace during school/work hours.

Where does my company start?

The first step to starting a mentoring program is getting upper management buy-in. Using this Toolkit Overview is a great place to start. Also included in this toolkit is a PowerPoint that can be used in doing a management presentation. Once you have buy-in, use the Task List included in this toolkit to do your program planning.

What is included in the toolkit?

CEWD and SkillsUSA are providing everything you need to start a mentoring program or to improve upon one that is already in place. All of the documents and templates included in the toolkit are listed below. Many of these items are available to members from MENTOR, which is dedicated to expanding the world of quality mentoring. (www.mentoring.org)

Establishing a Mentoring Program

Types of Mentoring Overview
Management Buy-in PPT
Establishing Goals and Objectives
Mentoring Program Outline
Task List
Budget Template

Pre-Mentoring Templates

Mentor Recruitment Session
Mentor Application
Mentor Job Description
Mentor Interview Form
Mentee Application
Teacher Recommendation Form
Parent/Guardian Permission Form

Starting the Mentoring Process

Mentors:

Orientation Plan
Orientation Agenda for Mentors
Orientation—Building Relationships
Orientation—Exploring Diversity
Orientation—Communication Skills
Mentor Agreement
Mentoring Program Mentor Profile
Mentor Confidentiality Agreement
Mentor Release Statement
Release Time Statement
Characteristics of Good Mentors
Mentor/Mentee Get to Know You
Mentor Resources

Mentees:

Orientation Agenda for Mentees & Parents

Mentee-Parent Agreement

Mentoring Program Student Profile

Characteristics of Good Mentees

Guidelines & Ground Rules for Parents

Program Conclusion

Closure

Mentor Evaluation Form

Mentee Evaluation Form