

Mentorship Discussion Topics

1. Getting to know each other
 - Identify areas of student interest and future plans
 - Share any personal experiences helpful to the student
 - Share any possible opportunities related to the student's career choice.
2. Advising on professional dress
 - Applicable dress code for the student's career choice
 - Appropriate interview attire can vary by work environment
 - Encourage the student to present themselves appropriately even in class
3. Building a resume
 - Styles may vary according to the student's career choice
 - Neatness counts and spelling matters
 - Certain things must be included such as education, work history, skills, and references
4. Instructing on soft skills or the personal attributes needed for workplace success
 - Punctuality (for appointments and class)
 - Limit cell phone usage
 - Email etiquette and proper verbal and written communication
 - Teamwork/interpersonal relationships, conflict resolution, and ethical behavior
5. Coaching time management
 - Balance priorities
 - Plan ahead and have a plan B
 - Manage personal, work, and educational deadlines
6. Learning to manage stress
 - Learn from mistakes
 - Focus on your goals and persevere- Don't give up!
 - Encourage them to seek help (campus resources may be available) if they feel overwhelmed or possibly depressed
7. Developing organizational skills
 - Tips for juggling class notes and materials
 - Calendar and records management (make notes of deadlines and ArFuture reporting requirements)
8. Managing financial decisions
 - Make smart money choices (credit card debt)
 - Be careful to only borrow the amount needed for education related needs-loan repayment is a real thing
 - Guard against impulsive spending and credit decisions
 - For additional tips visit:
<http://financialaid.ucdavis.edu/tools/PDFs/40ManagementTips.pdf>