



QUINSIGAMOND

Community College

NEWSLETTER Mentoring

QCC Mentoring February Newsletter



The City of
WORCESTER



UMassMemorial
Medical Center



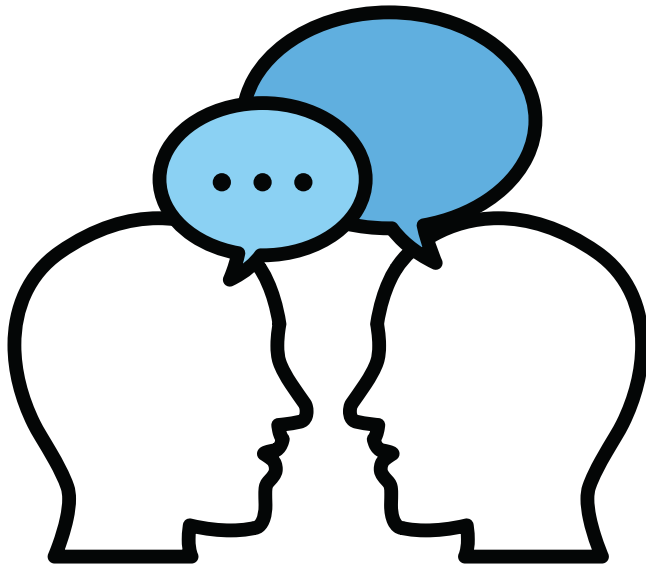
LETTER TO MENTORS:

Hello Mentors!

Below you will find a Mentor Guide for the month of February. At the end of the guide, you will find links to relevant worksheets. You can also click on the following link <https://www.qcc.edu/events> for student events that you may want to pass along to your mentee.

-Kalan & Jen

We want you to feel supported as a mentor. Please email mentoring@qcc.mass.edu for assistance.



QCC MENTORING

***Making
Connections,
Building
Community***

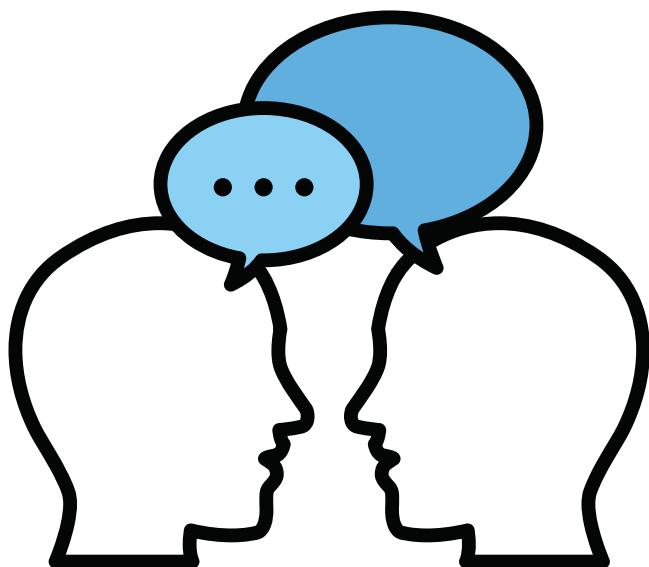
MENTOR GUIDE

Reminder:

Please set healthy boundaries with your mentees. Also, please be sure to engage and share experiences, as your energy and willingness to be present sets the tone for the meeting.

Icebreaker: 3 P's Activity

You both share something personal, something professional, and something peculiar. Please share at each of your own comfort level. You can skip one of the parts if you don't have something to share.



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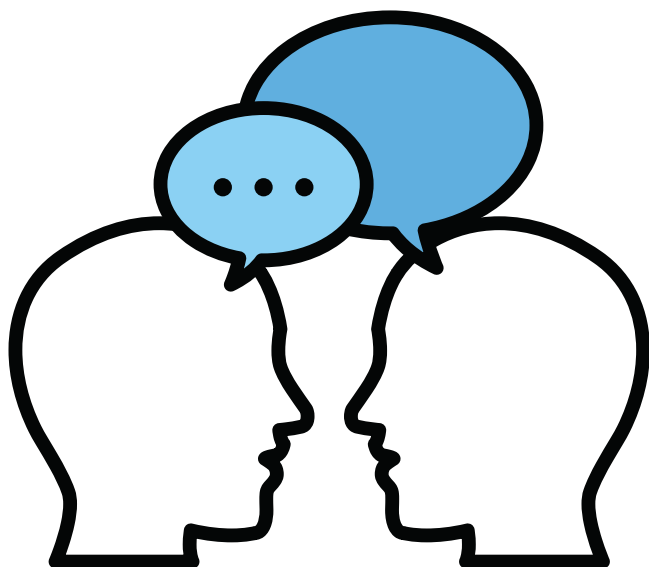
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Start the Conversation

How have you been?

Anything that is timely or important to you that you would like to talk about?

(Allow mentee to direct conversation)



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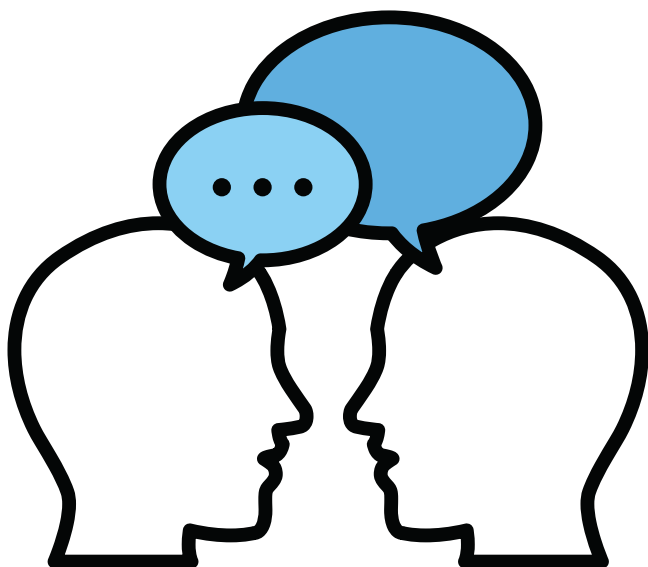
Let's talk about having a strong professional image:

Do you use LinkedIn?

Let's take a look and open it up together if you have it, it not, would you be interested in creating one?

Important things to note:

Profile picture - This is the first impression people see when they view your profile. Make sure it is a clear photo, preferably with just you so people will recognize you better.



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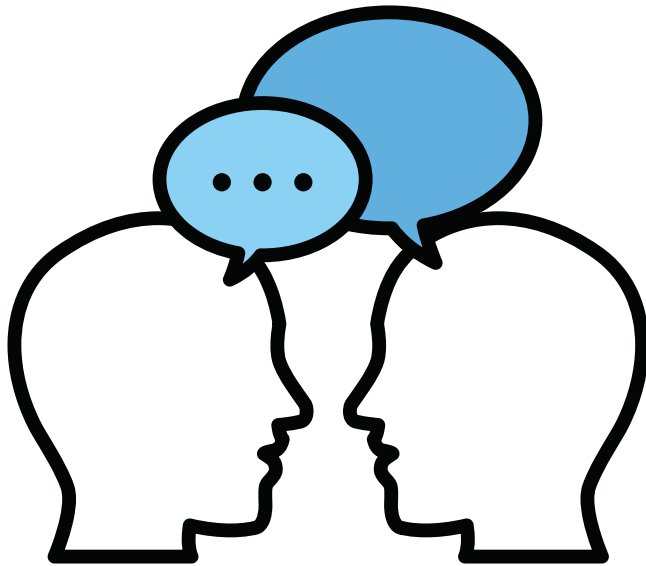
MENTOR GUIDE

Title - Some ideas for what you can put in the field: industry you are interested in, your current job title, what degree you are working on, etc.

Previous positions -This can show your levels of experience in a field and what you have accomplished.

Education - Put any prior or current education.

Certificates - If you have any certifications or licenses, be sure to include them.



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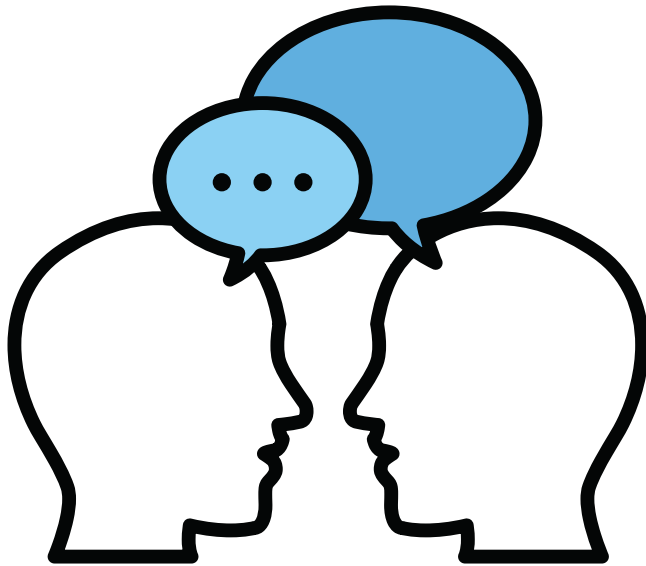
Making Connections, Building Community

MENTOR GUIDE

Skills - Any skills you have such as public speaking, presentations, etc. can be included here. You can look up skills that are useful in your industry to see things potential employers view as useful for positions you are interested in.

Do you utilize the app often to grow your network?

Connections can help you in current positions, but also future positions.



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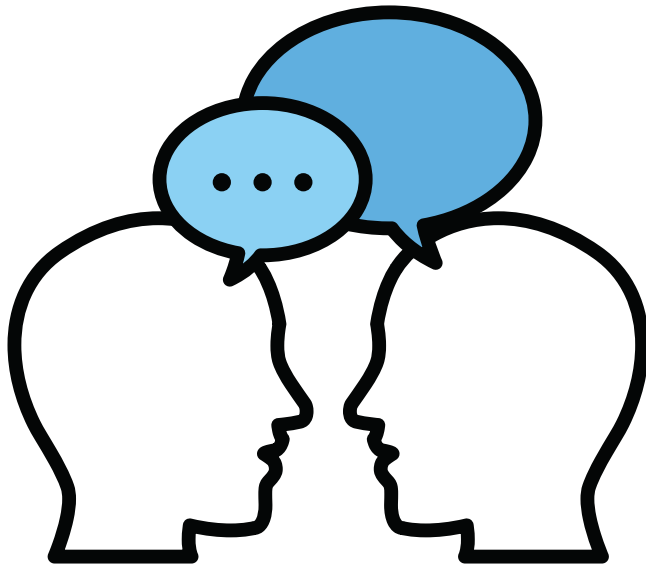
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Are you ready to give an “elevator pitch”?

When you meet someone, do you have a 1–2-minute introduction that tells them who you are and what you are interested in?

Allows you to be ready to give a short introduction. This will help you network with people, or if you are introduced to someone unexpectedly.

Let’s practice - Introduce yourself as if I am a stranger at the workplace.



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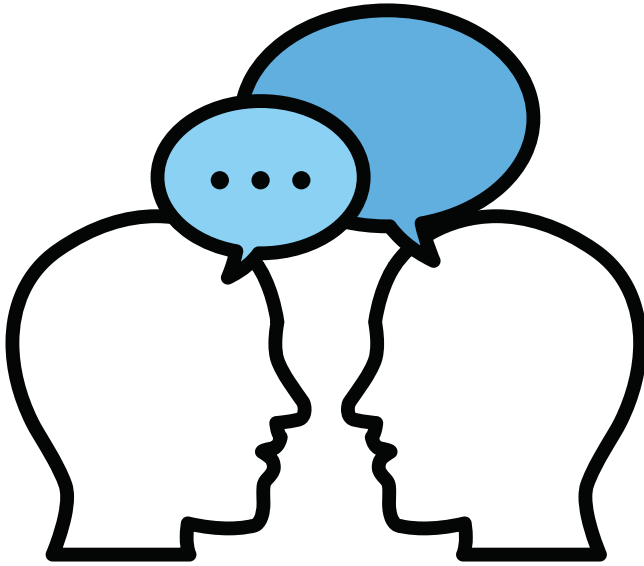
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Have you done mock interviews?

Mock interviews can transform your answers.

Have you ever had a scenario that you played out in your head and then when you said it out loud it didn't come out the same?

Mock interviews help you strengthen your answers, your confidence, and remind you of the importance of pacing in an interview.



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Links to Relevant Worksheets

(click on the following links)

Knowing Your Skills Activity