

SUGGESTED MEETING TOPICS, YEAR 2-3

Consider having topics to cover each time you meet with your mentee

Networking

Getting to know people is an important part of college and professional life. As a student, meeting and developing relationships with professors and teaching assistants (TAs), resident or academic advisors, employers, etc. is important. Remind mentees to continue building their network. Share how you develop your LinkedIn or online presence, connect with others in your field, increase your industry knowledge, and who can provide references. Help your mentees build confidence, find events in field area to attend, talk to new people, and stay connected. Explain how you continue to network in your current job and provide suggestions.

Summer Opportunities

One goal of ACE TPP is to help students secure internships, either within your own firm or within the ACE network. Spend some time researching internship opportunities and possibly invite someone from your HR office to join your meeting to talk about how they might create a successful internship application. Your mentee also might not be old enough for internship opportunities if that is the case perhaps you can research summer jobs related to their chosen career choice or look for on campus opportunities. Developing specific targeted tasks (i.e. research opportunities, develop a resume, email potential firms, etc.) that your mentee can work on to secure a successful summer opportunity will be incredibly valuable.

Resume writing

Helping your mentee either develop or improve upon their existing resume will be an excellent activity that might span one to two sessions. Begin with asking your mentee if they have a resume. If they do not, you can work on the resume during your session and ask them to complete it before the next one. Then, take some time to review the resume – perhaps you can share it with someone in your HR department. The goal is to help them develop a clean polished resume that will ensure their future success in the ACE industry.

Financial Aid/scholarships

There are many students who struggle financially to pay for college or the costs that are associated with college. If this is an issue for your student, please reach out to ACE. You can have a session where you go through resources for financial support. Financial aid counselors are available, and they can help them look for scholarships, renew their FASFA, and explain grants and/or loans. Colleges provide lots of information on their websites, but these can be overwhelming. Help your mentee navigate the resources. Spending some time looking at what the student's financial need is not an expectation, but this might be a topic that arises with your mentee.

Academic Support

You can continue the conversation you hopefully started during first year around study skills by focusing on specific academic support. Start by reviewing your mentee's schedule and identify any struggle areas. You can also help them review graded tests or papers. Review and discuss the professor's feedback. You can also discuss what they got incorrect, identifying patterns to see ways to improve. This could also be a great opportunity to set a goal in a specific class. Work to break the goal down into measurable and specific steps. If at any time you need assistance in advising a student or they need more tailored support, please reach out ACE.

Growth Mindset

As we know, ACE related majors can be very challenging. Helping your mentee develop a growth mindset can help them build resiliency and make them more likely to persist in their chosen career path. You can do this by asking your mentee about a time when they have struggled or failed and what they did to overcome these struggles or failures. If your mentee does not have concrete strategies and a resilient approach, you can spend some time going through a specific program to help develop a growth mindset. [Check out this resource from the national mentoring partnership](#) on helping young people develop a growth mindset.

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Goal Setting

Helping your mentees set and pursue goals builds positive mental health, motivation, and empowerment. Mentors play a key role in establishing trust and guiding youth through realistic goal setting. Reflective practice enhances self-awareness and resilience. Balancing goal setting with self-care is crucial for overall well-being. Goal achievement equips youth with essential life skills for success and prepares them for future opportunities. [The National Mentor Resource Center has an excellent tool to support you in goal setting - check it out here.](#) You can also visit the goal setting section of this manual.

Interview Skills

Interviews can be very intimidating! Consider setting up a mock interview, where you ask your mentee questions that are commonly a part of a job screening. You can then debrief and provide feedback on how your mentee did. You can step it up by asking someone in your HR department or firm who regularly conducts interviews to do an additional mock interview. When working with your mentee on interviews skills, be sure to provide positive and constructive feedback as well as specific steps a student can take to improve their interview skills. Also consider talking about how to dress for an interview and how to follow up after an interview is completed. This [Linked In article is an excellent resource!](#)

Communication Skills

Not everyone needs to be an outstanding public speaker, but everyone should have some basic communication skills that will help them be successful in a professional environment. Consider having a session where you and your mentee review good and bad communication skills. You can ask your mentee to draft emails to a manager or supervisor and review the content of the emails to help with professionalism. If your mentee wants to work on public speaking skills you could provide them some speaking topics (i.e. why I want to be an engineer, my ACE high school experience, the value of a mentor) and ask them to present a short presentation to you and some coworkers.

Financial Literacy

Not all students are great with their finances, and that can lead to big issues in college! Take a session to review some financial literacy tips, such as budgeting, understanding credit scores, tracking spending habits, and saving money. You do not need to use their personal financial information - create a fake scenario to work on budgeting or just show them where and how they can check their credit reports and scores. Check out [this site for some activities](#), and this site has some great [financial literacy interactive games!](#)

Create a 5 year plan

For young people, it is easy to get stuck in the present moment. Taking some time to develop a 5-year plan might help them understand what courses to take, activities to join, and internships to pursue. Mentees need to decide what they see as success in their chosen career field. During a meeting, take some time to talk about what success means and what steps the mentee should take to achieve success. Then ask your mentee to work on a 5-year plan before your next session. At the next session go over their plan. You could create an example 5-year plan based on your own life, starting at your mentee's current year. Share any struggles or challenges you had and how you had to adapt your plan to help ensure success.

Social Media

By the time you meet your mentee, they will likely have a social media presence. Spending time helping your mentees ensure their social media presence is professional could be very valuable. You can begin by inquiring about their email address. If their current email address seems unprofessional or immature, you could assist them in creating a more suitable email address to use on their resume. Remind them that Facebook, Instagram, and Snapchat should all have privacy settings in place and that they should not have any inappropriate content that a potential employer might be able to find. If they don't have a LinkedIn account, help them create one. Also show them the professional benefits of LinkedIn.