b. a. MENTOR

CONCEPT – CUM – PROCESS DOCUMENT

The Concept

As is the situation in many government schools or schools run with not much monetary helps or lack of resources, there is no career guidance offered to children, who often after finishing their secondary education, are left clueless about what career path to choose. Although educational facilities might be provided to these students in the school; yet, how to convert the educational facilities into bread-earning career opportunities, and how to make the education gainful, there is no guidance available for these students. To figure out at least a vague idea of what career option they want to pursue, these students require some guidance from experienced people, to evaluate their objectives and open their eyes to real world scenarios and realities, and practical opportunities. They themselves sometimes need mentoring to identify their interests, strengths and weaknesses. To provide them with such facility, HELP Trust initiative laid down a concept of "**b. a. mentor** ", where we invite volunteers to be the Mentor of students studying in 8th standard and above, to help them identify their possible career choices and convert their education into gainful education. The rest of the document talks in details about the entire concept.

Selecting the right candidate

Invitations to volunteer to be a Mentor can be sent through

1. Personal Networks
2. Online Volunteer portal by United Nations
3. Social Forums like **Facebook** Notification, **LinkedIn** notifications
4. Emailing all the stakeholders, including the ones who had donated gifts to the children
5. Including this news in the upcoming newsletter

Candidates need to have personal interaction with the HELP TRUST members through

1. Direct F2F conversation
2. Video Conversation using Skype, hangout etc.
3. Preliminary round through phone, for those who cannot at once connect via video. But after this round, a video conversation will be required.

Qualities to be assessed

1. Understanding of the current scenario of the career path the candidate wishes to guide on
2. The level of understanding the candidate can develop, and how good a listener is the candidate, including patience
3. Skills to identify strengths and weaknesses, and the skill of motivation and encouragement
4. Experience of the candidate in guiding and mentoring roles

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Topics to be decided with candidate
1. Career path, he will guide the students for
2. How many hours to be dedicated, on granular level
3. How many students he/she will handle
4. Draft plan for guiding the students
5. Mode of connectivity

Role of the Mentor

1. Understand the strengths, weaknesses of the child he will mentor
2. Having holistic knowledge of the career domain, present the real life opportunities to the student
3. Spend considerable time with the child, to develop mutual trust, understanding and a bond
4. Chalk out a career graph, through rigorous discussion with the child
5. Be available to address any query of the child
6. Present a periodic report to the HELP TRUST board, about the progress of the child
7. Follow a defined schedule to meet the child and have an open ended discussions

Ways to connect

There can be two ways, through which the mentor can connect to the child

1. DIRECT F2F CONNECTION – The Mentor meets the child himself, and sits with the child and has the discussion face to face. This is the most preferable mode of connection between the two.
2. INDIRECT ONLINE CONNECTION – In situations like different geographies of the Mentor and the child, the discussion can be established via video chats using various technologies. This method is less preferred, considering the lack of resources at the child's end. However, if need be so, HELP TRUST will establish some means through which the connection can be established.

It is important for the Mentor to share, beforehand, with the HELP TRUST board, their draft plan of connecting to the children and how do they plan to help the students finding and choosing their careers.

The HELP TRUST website needs to have following changes to accommodate this idea

1. The database to have new records for mentors and their relevant record
2. Their data be shown in the website, which the admin, HELP TRUST members and the Mentor can see
3. Separate login to be created for Mentor who then will record their sessions on the website, and manage their records.

Details regarding changes in the website can be furnished through conversation with the web team.

a) Dos & Donts

b) Topics covered by the Guide :-

The topics discussed are at the discretion of the pair but the following

topics must be covered during the first year of mentoring:

1) Life Skills

a) Self image, self confidence and sensitivity.

b) Communication skill

c) Grooming and etiquettes, presentation skills.

d) Goal Setting.

2) In-depth knowledge of the career

a) Industry trends

b) Education qualifications

c) Required fees

d) Employment opportunities

e) Growth prospects

3) Educational opportunities:

a) Review of career path

b) Course selection and exams

c) Potential universities

d) Potential scholarship

4) Other careers opportunities through career path.

5) What is a realistic vision of the career and what isn't?

6) What are the employers looking for: How to write a cv and prepare for

an interview

7) What to expect from the workplace and professionalism.