



Skills for Work. Confidence for Life.



StreetWise Partners Curriculum Winter 2020

Accountability, Preparedness, and Professionalism

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Skills for Work. Confidence for
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Mentee Orientation Module

Welcome to StreetWise Partners!

Welcome to StreetWise Partners! StreetWise Partners was founded in 1997 to help unemployed and underemployed individuals develop the skills, confidence, connections, and strategies needed to achieve their career potential. We do this by leveraging partnerships with leading global corporations and the experiences of a diverse network of volunteer business professionals to provide career mentoring and professional development services. To date, StreetWise Partners has served more than 7,000 individuals with help of over 10,000 volunteers.

Graduates from our program have said:

- *“While I was in the StreetWise program, I received and accepted an offer at Wells Fargo. I wouldn’t have been able to do this without my mentors’ help. Without them both, I would have still been going down the same road I had been down before.”*
- *“If it wasn’t for StreetWise Partners, I would still be sitting at home sending out resumes that were full of mistakes, waiting for a call back. I never imagined having options, but I do now!”*

Over the next 13 weeks, you will work with your mentor to set goals, expand your professional network, and complete a high-quality portfolio of job search materials. With dedication and commitment you will develop the tools you need to make significant progress on your journey to professional success!

Staff, Lead Volunteers and experienced mentors are here to support your efforts and provide you with guidance to meet your career potential. If you have any questions during the course of this program, please contact staff as noted below:

NY Program:

- Dave Font, New York Program Director
David@streetwisepartners.org, 646-704-0039
- Michele Stine, Program Coordinator,
Michele@streetwisepartners.org, 646-704-0039

We thank you for your commitment and look forward to working with you to achieve your career goals!



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SESSION	TOPICS
Session 1	Community Building and Contracting
Session 2	Goal Setting and Job Descriptions
Session 3	Resume and Cover Letter
Session 4	Networking: Elevator Pitch and Informational Interviews
Session 5	Resume and Job Search
Session 6	Online Presence and Review
Session 7	Speed Networking
Session 8	Interview Skills
Session 9	Interview Prep
Session 10	Mock Interview Day
Session 11	Nine Month Work Plan
Session 12	Presentations!

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Organizing Deliverables

Standardized Naming System for the Email Subject

- First Name, Last Name – Deliverable Title
- Example: John Smith – Resume

Label Deliverables for Special Events

- Example: John Smith – Resume for Mock Interview Day

All Deliverables are Sent to an Email Address Dedicated to Your Program Site on the Due Date:

- PwC@streetwisepartners.org
- KPMG@streetwisepartners.org

Mentors and Lead Volunteers **MUST** be Copied on All Final Deliverable Emails

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Your Weekly Success

Each week, every mentee gets up in front of the group and delivers a **Weekly Success**. **Weekly Successes** are to practice public speaking and positive thinking, which you will begin to develop with your mentor(s) beginning in session 2! Below are guidelines on how to present your **Weekly Success**.

Format

- 30 seconds or shorter!
- Weekly success must be related to a program goal
- Begin with “My goal is... and the progress I made this week is ...”

Tips for Presenting

- Stand up, and address the room loudly and clearly
- Speak to everyone in the room, not just your mentors
- Make sure to practice what you are going to say in advance so that you can be as concise and clear as possible – and you’ll be less nervous!

What Does NOT Qualify as a Weekly Success?

- Completing your deliverables, since that is a basic expectation of the program
- Non-career related achievements, such as exercise-related goals (even though we’re proud of you!)
- Weekly Success descriptions longer than 30 seconds, as we need to make sure we have enough time for everyone to present their achievements!

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Public Speaking Tips

If you're feeling nervous, you're not alone – in fact, public speaking produces anxiety in *most* people! Here are some tips to help you overcome your fear, feel confident, and deliver an amazing presentation in any environment:

Verbal/Non-Verbal Communication

What you say is only half of what is communicated to your audience. Body language/gestures, facial expressions, and eye contact also send a distinct message.

Overcoming Public Speaking Anxiety

- Acknowledge your fear and visualize your success
- Relax - Focus on the message, not your nervousness or fear
- Calm your body and use deep-breathing techniques
- *Act* confident to *become* confident
- Practice, practice, practice: the better you know the material, the less nervous you will be!
- Ask friends to be a practice audience
- Channel any remaining nervous energy to deliver an engaging presentation
- Give yourself a mental pep talk – you *will* do great!

Understanding Your Audience

- People think faster than they hear – so slow down!
- People have a short attention span – be concise!
- People are easily distracted. Therefore, try to:
 - ✓ Keep your speech focused and on-point
 - ✓ Divide it into compact segments
 - ✓ Adapt it to the situation



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Mentee Attendance Policy

Mentee Absences

- All mentees are expected to attend each session. However, emergencies happen therefore, each mentee is allotted 3 Emergency Absences. After three absences you may be asked to step down from the program
- Notify your mentor(s), Lead Volunteer and Program Coordinator of absences/lateness at least 24 hours before session if possible.

Mentee Lateness

- All mentees are expected to be on time to every session. We understand that sometimes lateness is not preventable, however session begins on time and lateness will cause you to miss important material and activities.

Mentor Absences

- If your mentor is absent, please plan to attend session anyway, as there will be the opportunity to work with a different mentor and your Lead Volunteer.



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StreetWise Partners Staff and Volunteer Commitment

StreetWise Partners staff and volunteers will treat mentees with respect and professionalism at all times.

StreetWise Partners mentors will be available to support mentees in and out of session via phone and email and will review program materials and deliverables with mentees.

Lead Volunteers and staff are also available to all mentees and volunteers to provide additional support throughout the program and referrals to partner organizations for additional services as necessary.

StreetWise Partners staff and volunteers will provide mentees with a wealth of professional development knowledge that reflects the current state of the employment market and leading practices from the field of workforce development.

StreetWise Partners staff and volunteers will offer mentees diversely applicable training that will develop their transferable skills and professional persona for use in their chosen career path.

The StreetWise Partners program will introduce mentees to a new professional community that they will be able to use to expand their professional network.

StreetWise Partners staff and lead volunteers will take time and serious consideration to match mentees with mentor(s) who are committed and dedicated to their career development process and who will pledge to support them throughout our program.

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Mentee Code of Conduct

StreetWise Partners' staff and Lead Volunteers are committed to supporting you throughout your participation in the StreetWise Partners Program. We are excited to work with you and expect that you will fully commit to the program by participating in all program aspects and in accordance with the policies outlined below. Inherent in this commitment is your dedication to arrive in a punctual fashion and fully engage in all workshops, activities, and discussions.

The StreetWise Partners program is designed to develop and promote standards of professional behavior. Our program policies reflect this standard of excellence and are as follows:

Mentee Conduct:

- **While participating in StreetWise Partners activities, mentees will not engage in the following:**
 - **Discriminatory statements or behaviors, including those based on race, gender, sexual orientation, age, ethnicity, nationality or religion;**
 - **Sexual harassment;**
 - **Any unlawful or inappropriate activity (ex: no romantic relationship with any mentors)**
- **Mentees may not use their participation in StreetWise Partners to promote partisan politics, religious matters or other affiliations.**
- **Mentees will treat everyone in the program with respect and professionalism.**
- **A primary purpose of the program is for StreetWise Partners employees and volunteers to evaluate mentees' potential for future success and provide objective mentorship. Accordingly, mentees are absolutely prohibited from seeking to have or having a romantic and/or sexual relationship with StreetWise Partners employees or volunteers. It is imperative that mentees are not placed in the uncomfortable position of wondering whether an invitation to a social event by a StreetWise Partners employee or volunteer is anything other than a chance to become acquainted as part of our overall mentorship effort. Please be mindful of this and avoid any action that might be misinterpreted. During your time in the program, you should be focused on developing skills and networking in a professional manner. Failure to adhere to this policy may result in removal from the program.**

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Communication:

- If a mentee knows that he/she will be running late to session, they must notify *all* appropriate parties (mentors and lead volunteer, Program Manager) by email and phone as soon as possible.
- Mentors and mentees are expected to talk via phone or in person at least once per week outside of program sessions. Mentors and mentees are also expected to communicate via email multiple times per week to submit and review deliverables

Attendance:

Treat the StreetWise Partners program like you would treat a job; be on time and ready to learn!

- Mentees are expected to be present at *every* program session, as each session builds on the ones before.
- Emergency misses may be granted for approved circumstances. Notify your mentor(s), lead volunteer, and Program Manager ASAP.
- If you miss 3 sessions you may be asked to leave the program even if all misses are excused.
- All program participants are expected to be on time to every session. There are no excused lateness and lateness should be kept to a minimum. If a mentee is consistently late he/she may be asked to leave the program.
- Participants arriving more than 30 minutes late for session will be marked “absent” but permitted to stay at session.

Deliverables:

You will be expected to complete and submit all deliverables by the documented date on your syllabus.

- All work missed due to absence must be made up in collaboration with your mentor(s).
- Decide with your mentor(s) when you will submit your deliverables for review each week. This allows your mentor’s time to review your work prior to the final deadline the day before session. Your mentors will provide you with feedback on your first draft and you will be responsible for emailing a final version to your program site email address. Failure to follow the assignments policy can lead to dismissal from the program.



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Attire:

- **Business smart clothing must be worn at all StreetWise Partners events unless otherwise indicated. StreetWise Partners can provide a referral to obtain business smart clothing if needed.**
- **Business professional clothing must be worn at Speed Networking and Mock Interview day. StreetWise Partners can provide a referral to obtain business professional clothing if needed.**

Information Sharing:

- **StreetWise Partners has a targeted goal of providing our mentees with the skills, resources and access to networks needed to secure and maintain employment. Throughout the twelve-month program, StreetWise Partners will monitor your development and retain records of your deliverables and other communications between you and anyone affiliated with the program. In an effort to maximize the effectiveness of the mentorship program, StreetWise Partners may share the information collected as part of the program with mentors, affiliated organizations and any other organizations that have referred certain mentees to StreetWise Partners. When you participate in the program, you consent to such collection, use and sharing of your information as described above.**

Print Name: _____

Mentee Signature: _____ **Date:** _____