**Guidelines & Suggestions for Mentor Meetings– Final Year**

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| **Session No.** | **Activity** | **Suggested Assignments** | **Suggested Discussion Points** |
| 1 | Get to know your students : Aspirations and Family Expectations | 1.1 Write 1-2 pages on a person you know who has influenced you a lot. You should have sufficiently interacted with that person. It may be a core family member / extended family member / teacher / neighbour. (It may be encouraged to write about two persons – one from family and the other from the extended circle. Students can write in Hindi, English or their mother tongue)  1.2 Observe people around you – observe their behaviour. Whose behaviour influences you a lot? – For your self-development, self-understanding to emulate (i.e. to try to do like this or even better than this) in your life. | You can begin by introducing yourself (in brief)  Get students to introduce themselves one-by-one  Family & schooling background, Hobbies & interests,  What I wish to be, What I wish to do in my life.  Understanding my own goals, desires, feelings  Reflecting on my own actions/behaviour |
| 2 | Professional / Technical Skills | 2.1 Identify your Professional and technical skills. How will these skills help you in your career? | What comes under professional skills?   * Communication. * Ability to Work under Pressure. * Decision Making. * Time Management. * Self-motivation. * Conflict Resolution. * Leadership. * Adaptability.   Discuss importance of each of traits with students. Encourage and motivate students to enhance these skills and improve technical skills. |
| 3 | Higher studies and Job Search Advice | 3.1 List your dream company or dream university for higher studies. What steps should you take to get the job in your dream company or get admission in dream college? | Review and discuss mentee’s resume with a critical eye, offering suggestions. |
| 4 | Academic and Other Activities Review | 4.1 Are you satisfied with your academic performance? If yes why, If No why not? | Review every students academic performance like attendance, test marks etc. Ask every student about his/her participation in any curricular/ extracurricular activities.  Guide and encourage each student to improve their participation in academic & extracurricular activities. |
| 5 | Review of Semesters achievements / Goals | 5.1 Do you have any significant achievements this semester? | Take the review of students’ achievements and all your mentor meetings. |

**Other points or questions to be discussed with students**

Discuss a role model that has been influential in each of your lives. How has s/he impacted your decisions or beliefs?

Discuss: What keeps you up at night/ What are your dreams?

Discuss a situation of interpersonal conflict that the students has experienced or successfully avoided.

Discuss students’ personal vision: What would he/she like to be remembered for over the next few years?

Exchange and discuss potentially useful articles.

Discuss the positive changes that occurred for both the mentor and mentee. For example, how are you going to apply and integrate what you have learned as a result of the mentoring relationship?

**Suggestions for Mentors to conduct meetings**

* Spend time learning more about each student in building a personal relationship before formally tackling mentoring program objectives.
* Exchange jokes, funny stories to touch base with this side of you.
* Identify/refine 1-3 objectives to work on together preferably skills pertaining to growth areas and leveraging strengths.
* Talk a lot about family, occupation, recreation, and motivation.