

Attachment: E

September 2023: Business Mentor Introduction Session

Monday, September 23, 2024: 2:45-3:20 PM

Activity: Freshmen & Sophomores will participate in a discussion with their business mentor.

Lesson Objectives:

- 1) Students will know who their business mentor is and a little bit about their background in the business world.
- 2) Students will learn about personality styles and know what theirs is.
- 3) Students will write a professional introduction email to their business mentors.

Materials Needed: None

Pre-Lesson: Prior to starting this lesson the Career Advisor should gather the class and remind them of expectations for a proper, professional discussion. **Career Advisor introduces the Business Mentors by name, what business they represent and gives a little background about the "Business Mentor" program since this is the first time freshmen will have this experience.**

Warm-Up, Motivational Activity: True Colors Personality Test & Name Tags

Directions:

- 1) Please hand out the "[Exploring Your Colors](#)" worksheet and read the directions (top paragraph on the worksheet) aloud as a group.
- 2) Give the students a few minutes to complete the assessment. Business Mentors and Career Advisors are encouraged to complete an assessment as well.
- 3) When everyone has completed the worksheet, please hand out the "Tally" worksheet so the students can add up the points they gave themselves for each question in the appropriate columns. Each student should record their first and second colors on the tally worksheet as directed at the bottom.
- 4) Business Mentors: Please read the descriptions of each color and ask the students to raise their hands when their #1 color is called. As you discuss the different colors and personalities, feel free to share how this information can help in the professional world.
- 5) Once completed, have the students make their [name tags](#) using the template provided. Students should number the colored circles on their name tag based on their True Colors results. For example if the student's number one color was blue, they should put a #1 in the blue circle, etc.
- 6) Students should fold their [Name Tags](#) and place them in front of themselves.

Lesson Plan:

- 1) Business Mentors introduce themselves and provide a little background on their current jobs and the companies they work for. Specific items could include:
 - a) *Personal Background:* Name, family connections, connections to the Neillsville community/NHS, hobbies, interests, any unique and fun facts about you.
 - b) *Educational Background:* High school, any college experience if applicable, on the job training, etc.

- c) *Employer/Company Background:* Name, longevity, ownership structure, number of employees, general line of work (what does this company do.)
- d) *Current Position:* Job title, typical daily duties/tasks, did you have to “climb the ladder” to get to this position, benefits/wages (if appropriate to share,)
- e) *Any other information you would like to share to provide context and background*

Conclusion: Professional Introduction Email from students to Business Mentors

- 1) Business mentors briefly explain why professional email communication is so in the business world.
- 2) Business mentors write their name and email addresses on the whiteboard.
- 3) Students write an email to one of the business mentors using the “[Professional Introduction Email](#)” template.
- 4) 9th grade students should write to one mentor; 10th grade students should write to the other mentor. (Career Advisor and Business Mentor decide and assign.)
- 5) If time runs out, Career Advisor should follow up with the students to ensure an email has been written and sent prior to the end of the day on Tuesday, September 24.
- 6) Business mentors should reply to the students as time permits over the course of the week.

Clean Up: Students should place their True Colors worksheet and tally sheet in the “Business Mentor” section of their career binder. Students should place their folded name tags in their career binders so they can be used during each business mentor lesson.