



Claylab Mentorship Program

Building Career Readiness

Week-14: Practice Networking: Part 1

The goal of this session is	To help the mentee to connect with working professionals, ask insightful questions, and gain actionable insights to inform their career paths.
Time required	60 mins (approximately)
Note	In the last two weeks, your mentees explored how to build strong relationships and how to use their networks to grow. Now, we move into the next phase: real-world networking. Over the next two weeks, they'll connect with 5 working professionals from careers they are interested in. This week, they'll aim to talk to 2 people, and next week 3 more.. Today's session will focus on preparing them to: • Ask strong questions during the conversation • Learn how to summarize insights • Identify key skills needed for each career • And plan one concrete action based on each conversation
Opening Activity (5 min)	Begin by asking, Think about a time you talked to someone older or experienced and learned something useful. What made it a helpful conversation? Expected responses can be: • They gave honest advice. • They shared what mistakes they made. • They explained something clearly. Now briefly explain: • These aren't job interviews. • These are real career conversations – to learn about someone's journey, challenges, skills, and advice. • Most professionals enjoy sharing advice, especially when asked politely and respectfully
Activity- 1 (15 mins) Critical Thinking	Now ask the mentee to write down 3–5 good questions they can ask professionals in different fields. Once they have come up with their version guide them to think about the following questions as well: (<i>Examples they can choose from or adapt</i>) 1. What do you enjoy most about your job?



	2. What did you study to get into this career? 3. What skills are most important for your role? 4. What challenges do you face in your work? 5. What advice would you give someone like me who's interested in this field? Ask the mentee to write these in their notebook and also tell them that they'll also record this after each interview: • 1 new thing they learned • 1 skill needed in that profession • 1 action they can take next based on it
	Preparing for the activity of Networking
Discussion and planning-1 (15 mins) Making an action plan	Next, we are going to put this into action. This week, I will help you connect with two professionals in the field you're interested in. These could be people I know or people in my network who can share their experiences and answer your questions. <u>Arranging the First Interaction: Round 1</u> Can you arrange a meeting between your mentee and a professional from your network (from your family or friend circle) who works in a field the mentee might be interested in? <u>Details of the Call:</u> • The call (<i>phone or video call</i>) should last at least 15 minutes. • Help the mentee prepare for the conversation in advance, and help practise introducing themselves (1–2 sentences) • Review the questions they want to ask. • Ensure you're present during the call to observe and support the mentee, keeping in mind their safety and the comfort of the interaction. <u>Example introduction script:</u> <i>Hello, my name is Riya. I'm in Grade 10 and curious about a career in healthcare. I'd love to ask you a few questions about your experience – is this a good time?</i> <u>Reflection after call 1: Ask your mentee:</u> • How comfortable were you talking to this person? • Did you feel you were able to ask the right questions? • What's one thing you learned? • What's one skill needed in this career? • What's one action you'll take next? <i>Also encourage the mentee to think about what went well and what they could improve on in their next conversation.</i>





	Ask the mentee to document their learnings in this format in their notebook, so they can refer to it while completing their assignment. <table><tr><th>Person</th><th>What I Asked</th><th>What I learned?</th><th>Skill Identified</th><th>Action Step</th></tr><tr><td>Mentors Cousin (Bank Manager)</td><td>What do you enjoy most about your job?</td><td>Managing customers can be challenging but rewarding.</td><td>Communication skills</td><td>I'll practise speaking clearly with new people.</td></tr><tr><td>Mentor's Friend (Hotel Manager)</td><td>What makes someone good at your job?</td><td>Time management and being polite to all guests.</td><td>Hospitality, time management</td><td>I'll plan my day better and speak politely to others.</td></tr></table> Arranging the Second Interaction: Round 2: Arrange another call with a professional from a different field (and possibly a different gender). This will give the mentee another chance to practise networking with someone from a new background. Details of the Call: • Again, the call should last at least 15 minutes. • Encourage the mentee to approach this conversation with new or follow-up questions based on their reflections from the first call. • After the second interview, have them fill in the same table to reflect and compare insights. Closing Discussion points: • What went well in these conversations? • What could be better next time? • How can these relationships grow in the future? Closing message: Networking takes time and confidence. It's not about asking for favors — it's about learning from others' journeys and experiences.	Person	What I Asked	What I learned?	Skill Identified	Action Step	Mentors Cousin (Bank Manager)	What do you enjoy most about your job?	Managing customers can be challenging but rewarding.	Communication skills	I'll practise speaking clearly with new people.	Mentor's Friend (Hotel Manager)	What makes someone good at your job?	Time management and being polite to all guests.	Hospitality, time management	I'll plan my day better and speak politely to others.
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Remember This!	<i>Don't just dream it — ask it, learn it, do it!</i>															
Assignment	Please ask the mentee to submit their assignment using the link below. https://forms.gle/FfRrPAAhgCyCQ6Hh6															
Feedback form	Let's fill out the feedback form before we end our call :) Only mentors should fill this form: https://sites.google.com/claylab.education/mentor/tracking															

Wish you a lovely mentoring experience :)

