



Claylab Mentorship Program

Building Career Readiness

Week-13: Using Networks & Collaborating

The goal of this session is	To help the mentee understand how to actively use and collaborate with people in their network for support in daily life, academics, and future career goals — and to create a clear action plan. This will prepare them to confidently engage with professionals in the coming weeks.
Time required	60 mins (approximately)
	Opening and discussion about the skill in general
Opening (10 mins) Self Reflection	Let's start today with a fun and simple game called 'My Daily Helpers'! I'll ask you a few questions. For each one, think of one person in your life who has helped you in that way recently. Ready? Questions (ask one by one): 1. Who helped you understand something difficult at school? 2. Who reminded you about an important thing? 3. Who helped you when you were feeling low or confused? 4. Who gave you good advice or shared an idea? 5. Who do you go to when you're stuck with studies or doubts? After each question, ask: • How did this person help you? • Did you ask them for help, or did they offer? Reflection (Say): Now look at the names you just shared. These are part of your everyday support system — your real-life network. These are the people who help you solve problems, share advice, explain things, or lift you up when you're confused or stressed. Today, we'll learn how to ask for help/advice clearly and confidently — especially when it comes to school, career decisions, or learning something new.
Activity- 1 (10-15 mins) Critical Thinking	Last week, you created your Connection Web — a map of people you already know and would like to connect with better. Today, we'll take the next step: learning how to build on those relationships and actually use them for support, advice, or guidance — whether it's for school, career choices, or life in general.



	Because a strong relationship doesn't end at 'hello.' It grows when you stay in touch, ask thoughtful questions, and learn from each other. Begin by asking: What do you think would happen if you never asked anyone for help? (Allow the mentee to respond. Possible answers: I'd feel stuck, confused, waste time, and make more mistakes.) Explain: Exactly! Asking for help is not a weakness — it's actually a smart way to learn faster and grow stronger. Instructions for mentee: Draw a table with three columns on a page: ◆ People I Know ◆ What They Might Know or Be Good At ◆ What I Can Ask Them Example table (share and discuss with them or help them fill): <table><tr><th>People I Know</th><th>What They Might Know or Be Good At</th><th>What I Can Ask Them</th></tr><tr><td>My cousin (college)</td><td>Knows about college subjects and entrance exams</td><td>What subject did you choose? Why?</td></tr><tr><td>My neighbour</td><td>Works in a shop</td><td>What do you enjoy most about your work?</td></tr><tr><td>My parent/s</td><td>Manages household expenses</td><td>Can you explain how you plan the monthly budget?</td></tr><tr><td>Senior from school</td><td>Got scholarship for higher studies</td><td>How did you apply for the scholarship?</td></tr></table> Ask the mentee to now: • List 3–4 people they already know • Write what that person is good at or knows about • Write one smart question they could ask that person Wrap-up: When we ask clear, respectful questions, people are usually happy to help — because they see that we're serious about learning. Think of your network like a toolbox — full of people with different skills, experiences, and knowledge. You just need to know how to ask for the right tool at the right time. That's how you build your path forward.	People I Know	What They Might Know or Be Good At	What I Can Ask Them	My cousin (college)	Knows about college subjects and entrance exams	What subject did you choose? Why?	My neighbour	Works in a shop	What do you enjoy most about your work?	My parent/s	Manages household expenses	Can you explain how you plan the monthly budget?	Senior from school	Got scholarship for higher studies	How did you apply for the scholarship?
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Activity- 2 (5-10 mins) Role Play	Now let's practise how to ask for advice or support in a real conversation. This will help you feel more confident when you actually speak to someone in your network.															



	1. Ask the mentee to pick one situation from their table in Activity 1 — someone they want to approach (e.g., a cousin, teacher, friend, etc.). 2. You will act as that person. 3. The mentee will practise starting the conversation, asking their question politely and clearly. Sample situation: • Mentee: “Hi Didi, I’m thinking about what to study after school. Can I ask you 2–3 questions about how you chose your subject?” • Mentor (as cousin): “Of course! What do you want to know?” <i>(Encourage the mentee to continue the conversation by asking their prepared question(s).)</i> After the roleplay, Ask: • How did it feel to ask? • What helped you feel confident? • What could be improved next time? • Why is it important to ask for help or advice from people we know? Explain: Learning from real people gives us real insight. Your network can guide you — but only if you’re brave enough to ask. People you know today — like teachers, relatives, or friends — may one day help you: • Discover a career path • Improve a skill • Share an opportunity • Or even connect you to someone in their circle Remember: <i>All of this begins with one good question!</i>
Revision (2 mins) Practice revising	Let’s review what we practised today: • We reflected on how asking for help can make tasks easier. • We discussed that our network is a valuable resource for advice, learning, and growth. • And reaching out to others can bring you closer to your goals.
	Preparing for the activity of using networks & collaboration
Discussion and planning (20 mins) Making an Action Plan	Now let’s plan how to use your network to work toward a goal. You don’t have to do everything alone — people around you can help if you know how to ask. Ask: What’s one thing you want to work on — or are already working on — but need some support or advice for? <i>(think about the goals that you set in previous sessions)</i> It could be: • Choosing a career • Doing well in a difficult subject



	- Preparing for an entrance exam - Improving your public speaking - Learning a new skill (like typing, computers, or English) Ask the mentee to: - Write the goal in the center of a page. - Around it, write the names of 4–5 people they know who can help in some way. For each person, write: - What they can help with - What you will ask or request Example: Goal – Improve in Math for Board Exams <table border="1"> <thead> <tr> <th>Person</th><th>What they can help with</th><th>What will I ask or request?</th></tr> </thead> <tbody> <tr> <td>Classmate</td><td>Good at Math</td><td>Can we study together or solve a few problems daily?</td></tr> <tr> <td>Math teacher</td><td>Explains clearly</td><td>Can I ask you 1–2 doubts after class this week?</td></tr> <tr> <td>Cousin</td><td>Passed Class 10</td><td>What helped you prepare for the Math board exam?</td></tr> <tr> <td>Mentor</td><td>Tracks my progress</td><td>Can you check in with me once a week for updates</td></tr> </tbody> </table> Closing Message: Today, you created a clear plan to use your network for support. When you ask the right people for help — clearly and respectfully — you open doors for learning, growth, and future opportunities. Professionals do this all the time — they reach out, ask questions, and collaborate. You're building that skill now, and it will help you for life.	Person	What they can help with	What will I ask or request?	Classmate	Good at Math	Can we study together or solve a few problems daily?	Math teacher	Explains clearly	Can I ask you 1–2 doubts after class this week?	Cousin	Passed Class 10	What helped you prepare for the Math board exam?	Mentor	Tracks my progress	Can you check in with me once a week for updates
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Remember This!	<i>Reach out. Learn more. Move forward.</i>															
Assignment	Please ask the mentee to submit their assignment using the link below. https://forms.gle/qz9PuJD3SPxhmHzgZ															
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 :)

