

The First Meeting: *A Planning Worksheet for Worksite Supervisors*

This worksheet walks you through some steps to plan a first meeting with your young person.

Gather Basic Background Information

My young person's name is _____

Phone Number(s) _____

Email address _____

Think Through the First Meeting

Typically, first meetings allow you to get to know a little bit about each other, attach a face to a name, and gain a bit of comfort. To do so, you need to think about what setting would feel comfortable for both of you, and plan out some conversation starters.

1. What are some things that I could tell my young person about myself that would help us to get to know each other? What about my life story may be interesting and relevant to this young person? (e.g. Think of someone that opened the door for you and retell the story to the young person).

2. What are some questions I could ask my young person to get to know him/her a little without prying? (Write some possible open ended questions below. Note: these are questions that cannot be answered with a "yes" or "no." Make sure you get a clear answer from the intern.)

3. What do I want out of the mentor/youth relationship—what are my hopes?

4. How can I find out what my young person hopes to get out of the experience—what questions might I ask?

The First Meeting *(continued)*

First Meeting Checklist for Worksite Supervisors

- Tell them about your company
- Explain to them how they fit into the big picture
- Show them where the restrooms are
- Go over expectations (both yours and theirs)
- Show them where the lunchroom is
- Ask them if they have any questions
- Let them know how they should address you (using your first name or Mr./Ms.)

A Few Tips

Do...

- Be open minded and positive
- Have fun
- Be honest and sincere
- Remain consistent in following program rules
- Remember that good communication includes listening
- Model professional speech and behavior

Don't...

- Jump to conclusions
- Be judgmental
- Forget how important you are to your young person
- Try to impose your beliefs or values on a young person
- Allow rudeness or foul language