



The First Meeting

A Planning Worksheet for Worksite Supervisors

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

Gather Basic Background Information

The youth's name is _____

Phone Number(s) _____

Email address _____

Think Through the First Meeting

Typically, the first meeting allows you to get to know a little bit about each other, attach a face to a name, and gain a bit of comfort. Plan ahead by thinking about what setting would feel comfortable for both of you and brainstorm some conversation starters.

1. What are some things that I could tell my youth 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 youth).

2. What are some questions I could ask my youth 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 youth.)



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

4. How can I find out what my youth hopes to get out of the experience and what questions might I ask?

First Meeting Checklist for Worksite Supervisors

- Talk about your company
- Explain how they fit into the big picture
- Review expectations (both yours and theirs)
- Review what steps intern needs to take if they can't make it into work
- Locate the restrooms and lunch room areas
- Ask if there are any questions
- Inform the youth how you would like to be addressed (e.g. using your first name, or calling you Mr./Ms.)

A Few Tips

Do:

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

Don't:

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