



Mentoring a VE Class

Presented by:

Overview

- Mentors go into the VE classroom once a week to **assist the VE teacher and students** in developing their business and completing tasks/projects for the virtual company.
- Mentors coordinate with and take guidance from the VE teacher as to how **your business skills** can be applied to the objectives for that week.
- Mentors provide **expertise in their functional areas** and interaction with the students is **focused around direction from the VE teacher**.



How to get started?



Provide an **orientation** to volunteers as they begin their first year of mentoring in the classroom.



Ask volunteers to provide availability and try to **commit each volunteer** to one or two dates per month for an hour.



Arrange a **meeting between the VE teacher and lead mentor(s)** to discuss how the professionals in your organization can best serve the VE teacher and students.



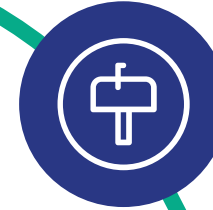
Role of a VE Mentor

- **Help students prepare for success in college, work and life**
 - Partner with teacher to ensure students mature into independent managers and effective team members
 - Students have finance lessons and deliverables to complete on a daily basis, it is critical that you reiterate big picture themes such as “What makes this business unique?”
- **Serve as role model for VE students**
 - Offer guidance to students based on their expressed interests and skills (i.e. tell them about different kinds of marketing, sales, finance roles available within a company)
 - Start career and college discussions as soon as possible
 - Share resources, insights and perspective you have gained as a working professional





When possible, bring your VE students to visit your company.



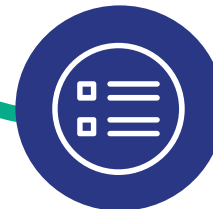
Get announcement out to your staff in August explaining VE and the type of volunteer opportunities available with VE.



Provide your new volunteers an orientation and schedule of all VE classes for each semester.



Ask VE teacher to provide an update of class VE activity. Circulate that update to mentors.



Have enough volunteers that will allow 4-6 volunteers in the VE classroom each week.



Send letters of commendation to the personnel files of VE volunteers at the end of the school year.



Take advantage of highlighting your VE program in your company newsletter or online website news.



Send out weekly updates to VE mentors in order to provide a reminder of class times and dates.

Best Practices for Mentoring with VE

Suggested Pre-work

- **Hold a one-on-one pre-meeting with VE class teacher (phone/email/in-person)**
 - Share your background, expertise and level of experience
 - Come up with a day & time for weekly/bi-weekly class visits
 - How can you, as a mentor, be most helpful to his/her class?
- **Meet with **VE Teacher, CEO, CFO, COO and Head of HR****
 - What is this class' Company / Brand ?
 - *Continue building business inherited from last year's class vs. start new business?*
 - What is the company's mission statement
 - *What differentiates this business from its competitors?*
 - What did you learn from managing this business last year?
 - What are your main objectives this year?



Fall Activities

September:

- Class familiarizes themselves with VE and the goals of the program
- Management Team decides whether to continue building upon last year's firm vs. starting a new firm
- Students apply for positions in various departments
- Departments/Positions/Responsibilities are distributed

October:

- Begin development of a comprehensive written business plan for submission in November/December

November:

- Preparation for Regional Business Plan Competitions begin



Winter Activities

December:

- Presentations at the Regional Business Plan Competition
- Class works to implement and execute business plan in workplace throughout the winter

January:

- Citywide Business Plan Competition takes place
- Class continues to implement and execute business plan in workplace throughout the winter

February:

- Preparation for the International Trade Show begins



Spring Activities

March:

- Participating firms prepares for Youth Business Summit/International Trade Show in NYC
- Competitions include: Booth, Salesmanship, Sales Materials, Human Resources, Marketing, Finance, and others

April:

- Participating firms attend Youth Business Summit and International Trade Show

May/June:

- Class prepares annual report and transition procedures



Frequently Asked Questions

1) At minimum, how often would mentors be required to attend the school? Once every other week, once a week, etc?

Once a week is ideal, but every other week is fine as well.

2) Can mentors choose any day Monday-Friday to attend the school, as long as they attend on the same date each assigned week?

Any schedule is fine as long as it is coordinated with the teacher. VE can help facilitate that connection.

3) Ideally, what is the minimum number of mentors that would be expected to attend each session?

Anywhere from 2-6 mentors is fine.

4) Is there a training or orientation that mentors go through at the beginning of the school year?

Yes. We have organized trainings for companies and can arrange that with you.

5) Roughly on what date would mentors start going to the school at the beginning of the school, and when would they stop coming at the end of the school year?

Beginning in the middle to end of September and going through June.

6) Do you have a rough calendar of key dates during the VE Year (i.e. interviews to be on VE team, regional competition, international business competition, end of year annual report wrap up, etc)

Yes! Provided in these slides.





Thank you

Name, [email](#)



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