



Teens at Work

- ★ Energetic and enthusiastic
- ★ Resilient, ambitious and curious
- ★ Lack experience in a work setting
- ★ Intimidated by the adult work environment



Get Acquainted

- ★ Set one-to-one meeting
- ★ Paint picture of the workplace and the student's role
- ★ Discuss expectations – the student's and yours



Supervisor's Role

- ★ Tell student what you expect
- ★ Describe rules and consequences
- ★ Talk about the best way to approach you for help and advice



Ways to Success

- ★ Assign a mentor to the teen
- ★ Recognize teens often lack the confidence to take initiative
- ★ Set goals for the student
- ★ Encourage involvement
- ★ Give feedback



Things Only the Mentor Can Provide

- ★ Specific and concrete goals
- ★ Projects which promote new skills
- ★ Projects that keep the student involved
- ★ Feedback on the student's progress, strengths, and weaknesses



Things Only the Mentor Can Provide

- ★ Clear boundaries for acceptable and unacceptable behavior
- ★ Effective ways to cope with inevitable frustrations and problems
- ★ Open channels of communication with you



Techniques for Setting Limits

- ★ Describe responsible behavior for the situation in question
- ★ Ask the student to take responsibility for a solution when faced with a problem
- ★ Draft an action plan for improvement
- ★ Engage an educator and/or parent as necessary



Supervising Students with Disabilities

- ★ Acknowledge your concerns about working with students with disabilities
- ★ Learn about the specific disability
- ★ Use the student as the expert on working with the disability

Supervising Students with Disabilities

- ★ Serve as a resource for working with students with disabilities
- ★ Negotiate realistic expectations for productivity and performance
- ★ Contact the student's school counselor for information and advice, if necessary



Feedback

Use the Work-Based Learning Plan to
give constructive feedback.

- ★ Meet with each student on a regular basis
- ★ Review what each of you sees as progress
- ★ Define areas that still need improvement
- ★ Make concrete suggestions for improvement
- ★ Write a list of things to work on in the next month



Evaluate the Learning Experience

Employers can use the Work-Based Learning Plan to evaluate the student.

Students can use the Work-Based Learning Plan to evaluate their own performance.



Evaluate the Learning Experience Ask the Student –

- ★ What have you learned?
- ★ How would you rate yourself?
- ★ What did you enjoy about this job?
- ★ How would you evaluate your own work performance?

Evaluate the Learning Experience Ask the Student –

- ★ Where do you need to improve?
- ★ What would you change about this job?
- ★ Would you like this job a year from now? Why?
- ★ What was the hardest thing for you on this job?