



**THANK YOU** for agreeing to participate in our N.E.W. (Nontraditional Employment for Women) Workshop that will be held October 2, 2018.

Summary of attachments and important information you will find:

- *Mentor Preparation Information* to help you prepare your presentation material.
- *Agenda / How the Day Will Go* to give you an overview of the day. We want to assist you in any way possible for you to have a successful presentation.
- *A map with directions* to the workshop location: Ivy Tech Public Safety Academy, 7602 Patriot Crossing, Fort Wayne, IN 46816. You will not need a parking pass so long as you park in the designated lot. This will show directional flow for driving, parking information, and main entrance. We have helpers to unload and bring your materials into the building. Stop at the main entrance and unload your materials before you park, and we can help make that easy for you.
- Please dress as you would for a normal day of work for your occupation. The overall event is casual. Please be comfortable.
- There will be a mentor check-in station, and we will have coffee, water, and light breakfast items when you arrive. Please plan to arrive by 8:30 a.m. at the latest. Students will begin arriving at approximately 9:15 a.m. Workshop staff will be on site by 8:00 a.m. for setup and to accommodate early birds.
- These helpers will also be available at the end of the day to return your materials to your vehicle.
- Most mentors have found it helpful to have something to attract the students to their table. Table dressing, handouts, candy and/or giveaways are totally optional but has proven the theory "if you bring it they will come." Your table is your workspace to do as you see fit to attract students. We expect around 300 students for the workshop this year. We have approximately 40 round tables, these sessions should include about 6-7 students per table per session.

We are very excited to be able to bring this workshop to our students and your participation is key to its success. We have told the students you will be there, and we are counting on you!

Sincerely,

Committee Chair, N.E.W. Workshop

**Special Notes:**

Please bring plenty of business cards to share with students, fellow mentors, the committee, etc.

Also, please bring an extension cord if power is required for your table setup or try-it activity.



**N.E.W. (Nontraditional Employment for Women) Workshop**  
**October 2, 2018**

**MENTOR PREPARATION INFORMATION**

This is for mentors to keep and prepare for the workshop. Mentors will be speaking for 15 minutes on their occupation for six sessions of 6-7 high school sophomores in round-table format.

Topics to Cover

- Introduce yourself
- Length of time in this career
- Typical work day (hours, different aspects of job, etc.)
- Work environment (inside, outside, cold, work alone, work with others, small spaces, etc.)
- Income information for this career
- Current training/education requirements for this career
- Pros (and cons) for women in this career
- Share personal experiences, stories, opportunities gained by this career choice (i.e., professional accomplishments)
- Try-It Activity – think of an activity that simulates your career (let us know if you need help brainstorming) and be sure tell the students so they can visit during afternoon session

**Helpful Hints:**

Candy or small giveaways and an attractively set table will draw students to you. They aren't always outgoing or extroverted so anything you can do to attract them to your table to get their attention and make them feel comfortable is great!

Also, if you're bringing a laptop or another prop that requires electricity, please bring an extension cord so we can help accommodate you.



## N.E.W. (Nontraditional Employment for Women) Workshop October 2, 2018

### HOW THE DAY WILL GO

8:00 a.m.	Doors open
8:00 a.m. – 8:30 a.m.	Mentors arrive to setup their tables & try-it materials
9:05 a.m. – 9:15 a.m.	Quick chat with mentors
9:15 a.m. – 9:25 a.m.	Students arrive
9:40 a.m. – 9:45 a.m.	Introduction/table instructions
9:50 a.m. – 10:05 a.m.	Round table session 1
10:05 a.m. – 10:20 a.m.	Round table session 2
10:20 a.m. – 10:35 a.m.	Round table session 3
10:35 a.m. – 10:50 a.m.	Round table session 4
10:50 a.m. – 11:05 a.m.	Round table session 5
11:05 a.m. – 11:20 a.m.	Round table session 6
11:20 a.m. – 11:45 a.m.	Wrap up round table sessions, lunch is served, additional time for mentors to prep try-it materials
11:50 a.m. – 12:25 p.m.	Keynote speaker while eating lunch
12:30 p.m. – 12:35 p.m.	Try-it instructions
12:35 p.m. – 1:55 p.m.	Try-it session
1:55 p.m. – 2:00 p.m.	Wrap up try-it session
2:00 p.m. – 2:15 p.m.	Mentors pack up and part for the day*

\*Mentors are more than welcome to stay for our small panel discussion, which will revolve around how others have incorporated their passions into their careers and will conclude around 3:25 p.m.

**If you need to reach us by phone, please contact Megan Crites at (419) 769-6342 or Megan Grimes at (260) 494-0143.**

**Special Note:**

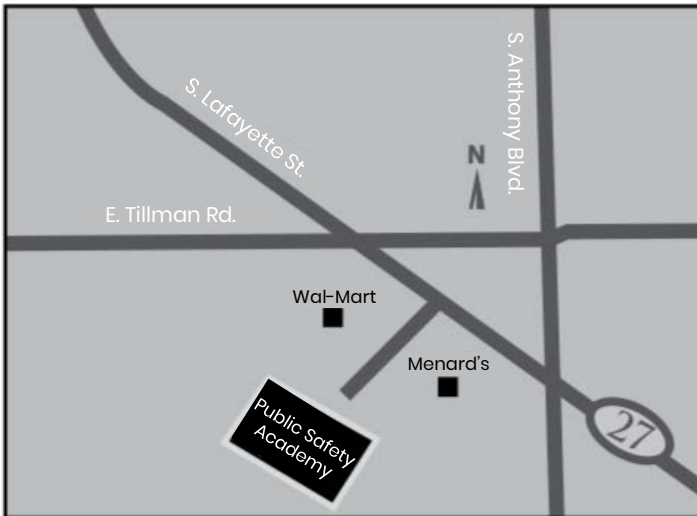
If you have any dietary restrictions, please bring a sack lunch.



## 2018 N.E.W. Workshop

Ivy Tech Public Safety Academy  
7602 Patriot Crossing  
Fort Wayne, IN 46816

Public Safety Academy: Ivy Tech South Campus  
7602 Patriot Crossing, Fort Wayne, IN 46816  
(260) 480-2028



**From Coliseum/North Campuses:** Head southwest on N. Anthony Blvd. for approx. 7 miles. Turn right onto Lafayette St./US-27. Turn left onto Southtown Blvd. Public Safety Academy will be straight ahead. Turn right onto Patriot Crossing (road curves around to parking lot of Public Safety Academy).



### **Reminder:**

Please arrive between 8:00 a.m. and 8:30 a.m. to ensure you have enough time for check-in, breakfast, and table setup.

Also, if you have a lot of supplies, please pull up in front of the main entrance so we can help you unload and carry in.