



## Colgate Cares Day – September 21, 2023

### Tips and Scripts for Moderators

**Introduction:** Thank you for moderating the CFES Brilliant Pathways and Colgate Palmolive (CP) Colgate Cares Day: Mentor Madness. Traditionally Colgate Palmolive employees volunteered for a day of volunteering in their communities. This year, they are offering virtual mentoring sessions to CFES schools.

Each Google Meet or Zoom session is scheduled for 30 minutes with a panel of 2 volunteer mentors from CP. These volunteers are prepared to share their educational and career pathways with your students. In short, they are telling their story of how they developed the six Essential Skills, their post-secondary education experience, why they selected the college they attended, what they majored in, and how they acquired a career with CP.

Your role for the session is to serve as Moderator. This means you will open the session, introduce the mentors and scholars to the purpose of the day, manage the timing of the session and provide a brief wrap-up. It is imperative that you be prepared to keep the session flowing by asking the mentors questions posed by students in the chat box and/or filling in dead time by asking questions of the mentors. Sample questions are listed below.

### Moderator Tips and Scripts

#### Sample Script:

*Welcome Everyone to Colgate Cares Day and CFES Mentor Madness. CFES Brilliant Pathways and Colgate Palmolive have partnered to provide CFES schools with a virtual mentoring program to our Scholars. The mentors will share with you their current positions at Colgate Palmolive along with their educational and career pathways. The mentors will be sharing with you their story of how they acquired the 6-Essential Skills and the educational pathways and the career steps they have taken to get to their current positions.*

*For this session we have **XX** grade students from (**schools name**) and **X** volunteer mentors from Colgate Palmolive.*

*Let's get started with our first mentor who will introduce themselves and share their college and career pathway. If you have a question for the mentor, you can type it in the chat box, and I will share it with them. If we have time at the end, we'll open it up to live questions.*

**XXX**, would you like to begin?

#### Sample student questions could include:

Where did you grow up? How big was your high school? What clubs, sports, and activities were you involved in?

Where did you go to college or get your training? How and why did you select that school after high school?

What did you study in college and how did that help you get a job at Colgate Palmolive?

What do you do at Colgate Palmolive? Why do you work there? How long have you worked there?

Did you work somewhere else before Colgate Palmolive? Have you had different jobs at Colgate Palmolive?

What did you have to do to get a job at Colgate Palmolive? Etc.

**Tips:**

- If you have 2 or 3 mentors in your session, you may want to let them know so that they will be sharing time.
- Make sure to share with the students and scholars the other schools in this session and the number of mentors you have (1-3).
- You may want to have one mentor share at a time (approx. 9-12-min each) or you may want to have each introduce themselves to the group and then you follow up with questions for each to respond to. You may want to ask open ended questions and get three different responses. Such as, what college did you attend and why did you choose that specific school?
- Leave a minute or two at the end to thank the mentors and summarize what they shared with the group. Focus on their pathway decisions or how they embed the Essential Skills in their job or how they acquired them.
- Be prepared to fill in as the E-mentor in case your volunteer is not able to join the meeting or loses connections.
- Bring closure by recognizing Colgate Palmolive and thanking them for partnering with CFES.
- You may have a session where a school is joining a few minutes late please let the mentor and students know this up front. When the late school joins, please welcome them and introduce the mentor who is presenting.
- In another situation, you may have a school that needs to leave early. Please state that up front and then thank the group of students when they leave.
- If you have time at the end, you may want to let the teacher or students unmute themselves to ask a question.