



Corporate Work Study

New Career Mentor Training

2026

Our Time Together



- Welcome and Introductions
- Overview of Providence Cristo Rey High School
- Corporate Work Study for the 2026-27 School Year
- Student Development
- Break
- Coaching Tools for Mentors
- Upcoming CWS events
- Wrap Up & Question/Answer

Objectives For Time Together

- **Understand the Model of Education & History of PCRHS**
- **Discuss how Corporate Work Study develops future professionals**
- **Share student development expectations**
- **Consider Your role as a Career Mentor**
- **Offer coaching strategies you can use immediately**
- **Provider resources to support you all year**

Welcome & Introductions

Corporate Work Study Team at PCRHS



Stephanie Hood
Director of CWS



Grace Clarke
Relationship Manager



Sally Gleaves
Student Success
Associate



Ann Taylor
Success Coach

Overview of Providence Cristo Rey High School

Cristo Rey Network & Providence Cristo Rey

- Started in 1996 by Father Foley, outside Chicago to “end poverty” for the Southside neighborhood
- Established 41 schools since then across 24 states
- Consistent structure across all schools
- Accountable to but not a governance body

Mission & Model of Cristo Rey Network Schools

Students Served

- Diverse learners
- Economically challenged households
- No feeder schools
- Average reading, math, science of 2 grades behind

How CRN Schools Serve Students

Rigorous Academics

- Math and Language interventionists
- At PCR:
 - AP Courses (11 this coming school year)
 - Most students graduate with college credit

College Prep

- Counseling team to support college as an option for all students
- Alumni Counselor who supports students while in college
- At PCR, 100% of students have been accepted to college

Corporate Work Study

- Professional experience for students
- Talent development for partners
- Financial model for the school



PCR Student Supports

Counseling Team

- Internally strong
- Externally connected

Food Pantry

- Provides fresh and packaged food weekly

Breakfast & Lunch provided to all students

Subject support and tailored courses to support student achievement

COUNSELING AND BEHAVIORAL SUPPORT STAFF



**Margaret Zeh
Fulford**



Alex Hostetler



Ashley Votier



Morgan Hays



**LaSaundra
Alexander**



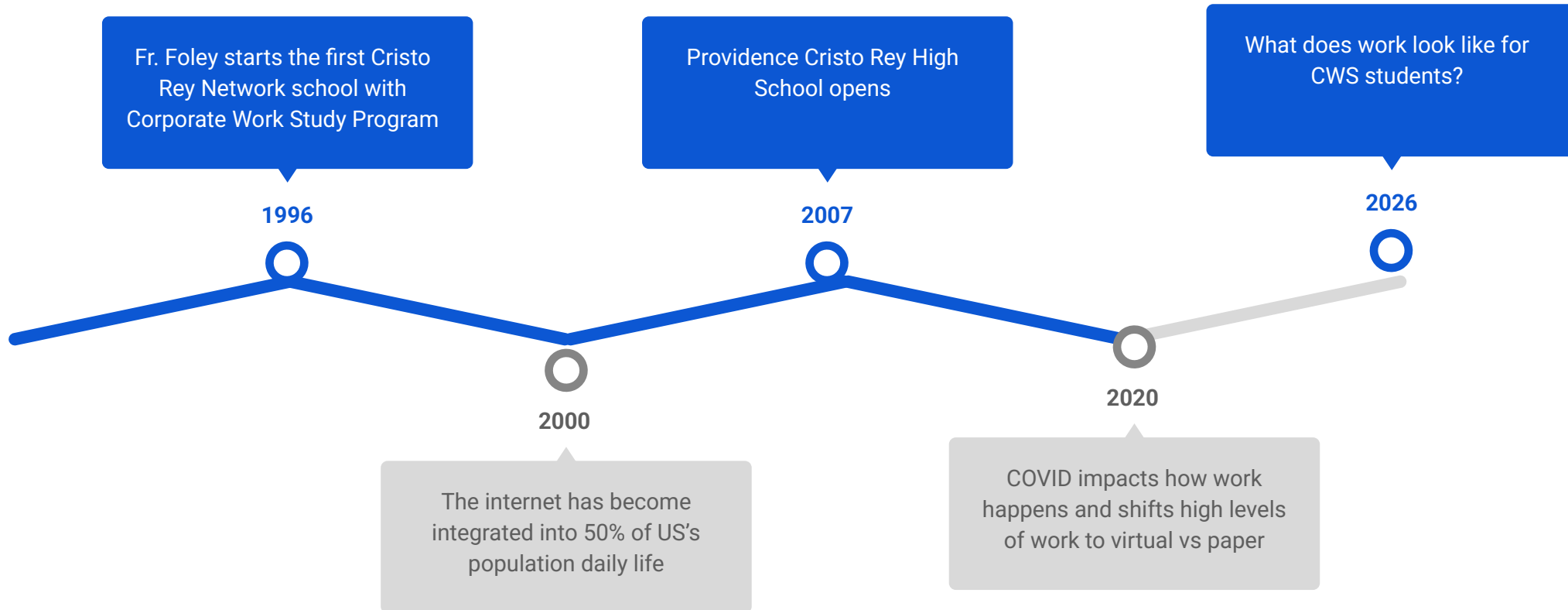
AJ Derouin

Welcoming New Leadership



Greg VanSlambrook has joined Providence Cristo Rey as the new President & CEO.

Looking Back to go Forward: CWS



Corporate Work Study Program

What is Corporate Work Study (CWS)?

The CWS Program is an integration of classroom learning with real-world professional experience

- Students work one full day each week, from Labor Day to Memorial Day
- Students workday is scheduled by grade level
- PCR provides transportation to & from all CWS sites
- Students are employees of the CWS, not the corporate partner
- Career mentors provide coaching, meaningful work, and professional guidance to support student growth and career readiness



What does CWS Look Like for Students

Professional Experience:

- Gain hands-on experience
- Work alongside a Career Mentor who provide coaching, feedback, and professional guidance
- Exposure to diverse workplaces to build transferable skills
- Explore different career paths
- Gain confidence in the workplace

Academic Credit:

- Weekly professional skills lessons to support ongoing skill development
- Benchmarks help focus skill development and student growth

Assignments for grade:

- Weekly timecard to track Attendance
- Classroom assignments
- Mentor Performance Reviews
- Annual Capstone project

CWS Benchmarks

Competency 1: Communication

- Written, Verbal, NonVerbal, Leadership, Networking

Competency 2: Workplace Basics

- Organization, Workplace Culture, Professional Branding

Competency 3: Personal Growth & Development

- Initiative, Continuous Learning, Emotional Intelligence, Conflict Resolution

Competency 4: To and Through College

- Program Impact, Career Awareness, Post-Secondary Readiness

Competency 5: Technical Skills

- AI Literacy, Technical Problem Solving, Platform Proficiency, Data Literacy

CWS Benchmarks - 9th Grade Example

VERBAL & NON-VERBAL COMMUNICATION

Clarifying Questions

Can ask clarifying questions when given instructions. May need prompting — reassure them questions are welcome, not a weakness.

Phone & Video Etiquette

Demonstrates proper phone etiquette with moderate guidance: greeting, script, message-taking, speaking clearly.

Active Listening NEW

Understands what active listening looks like — eye contact, not interrupting, confirming understanding. Still practicing in structured settings like check-ins.

Cross-Generational Comm.

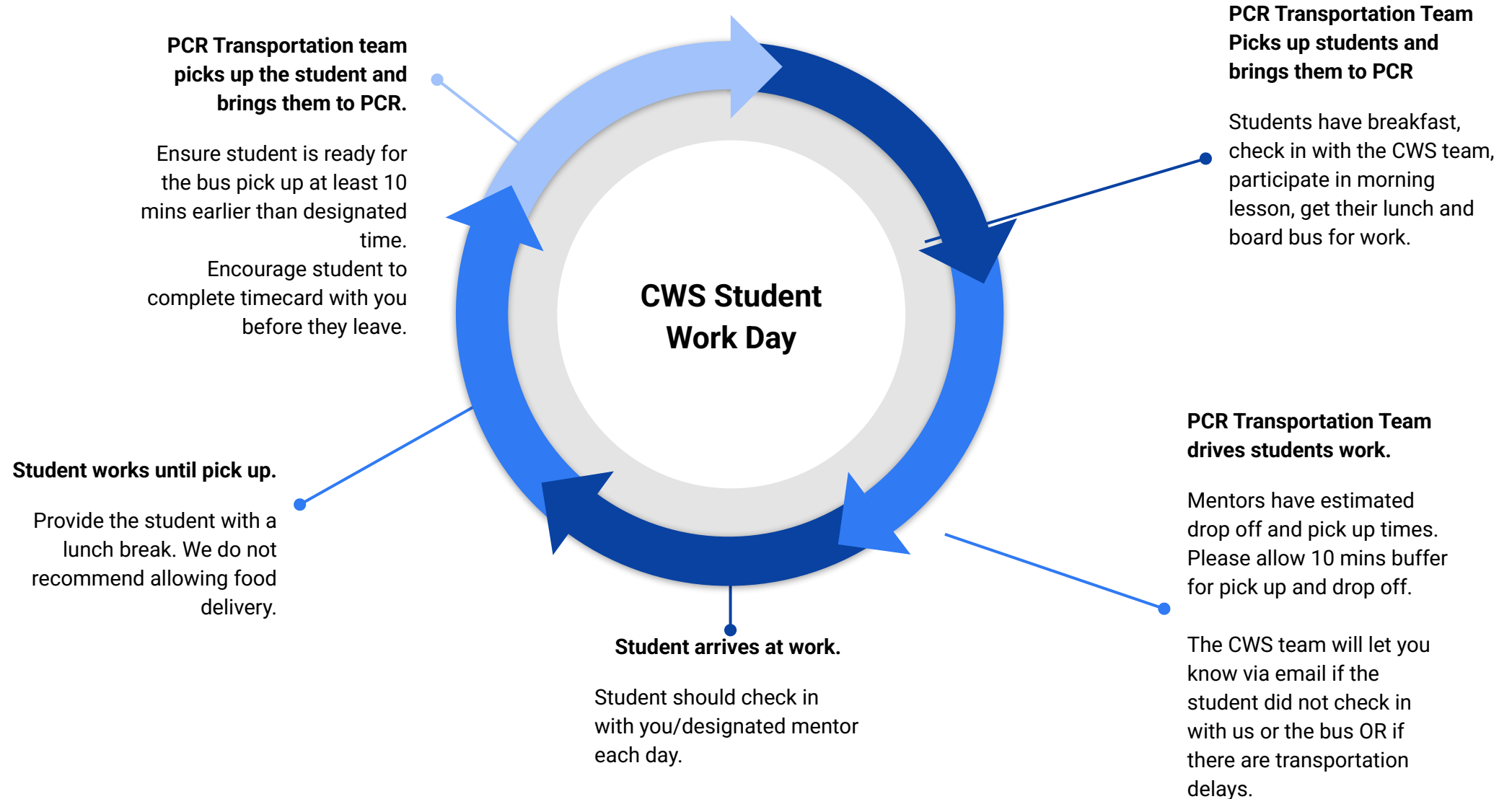
NEW

Understands that colleagues of different ages may have different communication preferences and workplace norms.

Positive Body Language

Understands why body language matters. Demonstrates handshake, eye contact, and professional demeanor with guidance.

A Day in the Life of a CWS Student



Missed Work Days

If a student is absent on a work day the expectation is to **make-up the workday**

How do make up days work?

- One make up day per quarter noted on the school schedule, with transportation provided
- Student coordinates with their mentor to ensure date(s) work and report to work on the designated day
- School breaks offer another opportunity for students to make up missed day(s)

New Transportation Partner

PCRHS has partnered with **Zeelo** as our new third-party transportation provider

- **Students will ride “First Student” yellow school buses**
- Mentors will have access to an app to track pick up and drop off progress
- All students are required to ride the bus to/from work. Parents are not allowed to drop off or pick up students, routinely during first semester
- If there are any specific transportation requirements, please inform the CWS Team



Job Description Process

What's New:

All partners are required to create a Job Descriptions for students noting key tasks, responsibilities, and skills needed.

Completed via SurveyMonkey to help with job placement and student support.

Requested information:

- Primary Mentor contact
- All Career Mentors
- Student's assigned department
- Core responsibilities
- Projects and learning opportunities

DEADLINE: ASAP



Define roles

Career Mentor Responsibilities

Mentors serve as professional guides and supporters. They:

- Share career experiences and insights
- Provide relevant and meaningful work or tasks that support student learning and skill development
- Provide constructive feedback
- Help mentees set and achieve goals
- Model professional behavior
- Encourage student professional development

Mentors are not responsible for:

- Finding jobs or internships
- Solving personal problems
- Acting as a therapist or counselor
- Providing academic support

Mentors agree to:

1. Communicate regularly with CWS Team
2. Partner with CWS for two sites visits/school year
3. Complete the end of semester performance review
4. Complete the Safe Parish Training
5. Complete monthly student feedback survey
 - a. Less than 5 mins
 - b. Quick snapshot on student skill progression
 - c. Allows for CWS team to support you and/or the student
6. Consider attending *Career Mentor Connections* quarterly to share updates and mentor strategies



Student Development

Preparing Tomorrow's Workforce

Work has changed - CWS needs to change with it

Ultimate outcomes for students and mentors:

- Encourage student reflection on professional experiences
- Promote understanding of the tangible contributions student's make in the workplace
- Provide a refined resume for students post-high school noting skills and accomplishments
- Opportunity to coach and guide student over the course of the working relationship
- Emphasize feedback on skills we hope CWS fosters (professional writing, presenting, communication)

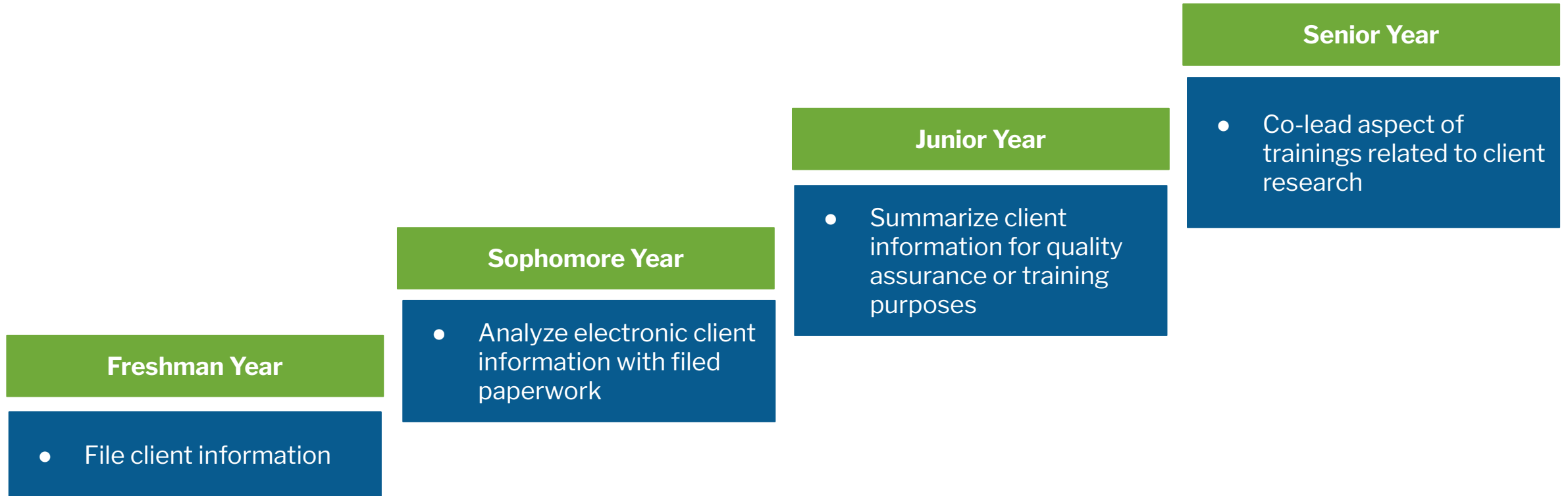
Workforce Ready: Resume Prepared

All students create and update a resume that is central to their year end project (Capstone).

- Document skills, tasks, and projects during time in CWS
- Regularly update to reflect current and relevant projects
- Speak to professional experiences
- Articulate transferable skills
- Tangibly describe the impact of CWS on personal development

Resume reflects year over year growth and professional development

Student Developmental Growth Over Time



Same task, demonstrating different skills and tangible products.

Turning Experience into Growth

Every workplace experience helps students...

- **Learn & Develop** new workplace skills
- **Reflect** on their growth, accomplishments, & challenges
- **Build & Document** their skills through resume development & Capstone presentations
- **Prepare** for future career opportunities

Your mentorship helps students recognize and communicate their professional growth



Building a Professional Resume on Day 1

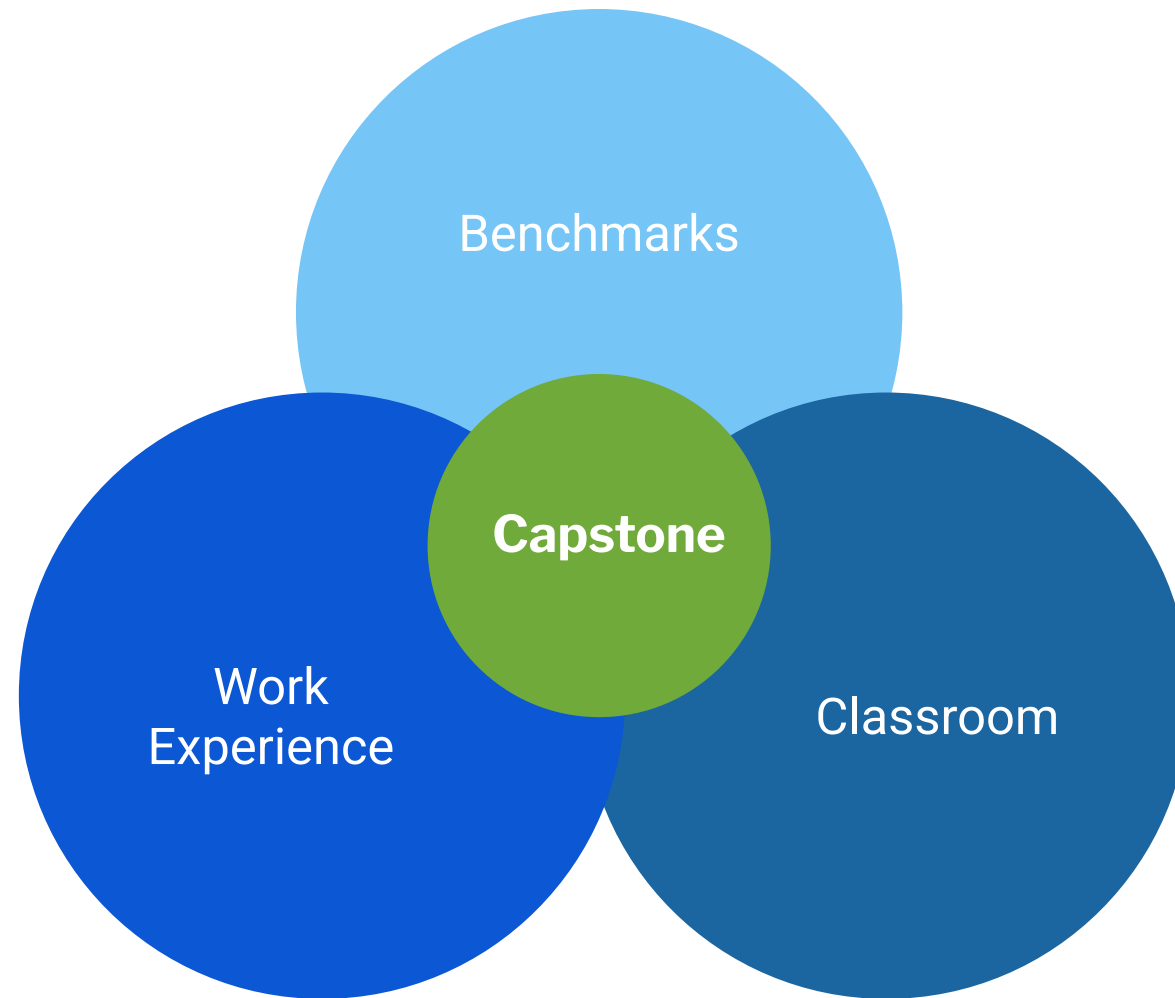
Students continuously build their resumes by documenting:

- Meaningful workplace responsibilities
- Projects and accomplishments
- Technical and transferable skills
- Leadership opportunities
- Professional certifications
- Measurable contributions and achievements

Students don't wait until senior year to build a resume. Every workday contributes to the professional story they're building.



Connecting Benchmarks, Work Experience & The Classroom: Capstone



Capstone Across Grade Levels

Grade	Primary Focus	Presentation Format	Resume Expectation	Mentor Role
9	Foundations of workplace reflection	Short workplace + classroom presentation with evidence	Early resume capturing basic skills	Introduce professional language; provide affirmation
10	Strengthening professional storytelling	Conversation-based in workplace + classroom with evidence	More detailed resume with accomplishments	Offer specific examples and feedback
11	Public professional communication	Interactive Showcase format	Highly refined resume demonstrating growth	Support story development; provide feedback
12	Mastery-level storytelling & impact	Ignite-style formal presentation	Professional resume ready for post-secondary use	Validate contribution; help polish narrative

Supporting Resume Development

Career Mentors can help students by:

- Assigning meaningful responsibilities that grow over time.
- Providing specific feedback on accomplishments.
- Encouraging students to reflect on projects and successes.
- Helping students identify transferable workplace skills.
- Celebrating progress and increased responsibility.

The best resumes aren't written in one day, they're built through meaningful workplace experiences over four years.





Coaching Tools Mentors Can Use to Support Student Professional Development

Coaching Tool: Create a “Daily 5”

Purpose: To help students build strong, productive, professional habits by completing five essential tasks every morning/afternoon.

Prompts:

What are five things the students could do to start each day?

What are five things the students could do to end their work day each week?

Helpful for Students to:

- Creates Structure and Predictability
- Reinforces Professional Habits
- Encourages Ownership and Develops Professional Identity
- Provides Resume Content
- Prepares Students for Capstone Storytelling



Example of *The Daily 5*

Today's Daily 5 (Grade 12)

1. Prioritize the day's tasks independently and confirm priorities with mentor.
2. Complete assigned project (e.g., data report, invoice log, scheduling coordination).
3. Identify one process improvement (efficiency, organization, communication).
4. Support one team member proactively (ask, "What can I take off your plate today?").
5. End-of-day summary: Send mentor a brief professional update email outlining:
 - What was completed
 - Any challenges
 - What's next

Turning the *Daily 5* into Student Resume Language

Daily Task	Resume Version
Updated Spreadsheet Daily	Maintained and updated internal tracking systems
Filed client documents	Organized and managed confidential business records
Prepared meeting materials	Supported team meetings through preparation of professional materials
Drafted emails	Communicated professionally with internal and external stakeholders
Checked data accuracy	Ensured data accuracy and quality control

Coaching Tool: *Asking Reflective Questions*

Try for questions that:

- are not answered by a “yes” or “no”
- promote deeper thinking on the student’s part
- acknowledge the student’s growth and contributions
- encourage the student as the “knowledge expert” for that task or activity

Examples:

What part of that was the hardest?

What helped you get better at it?

How do you think clients/patients/team members experience this work?

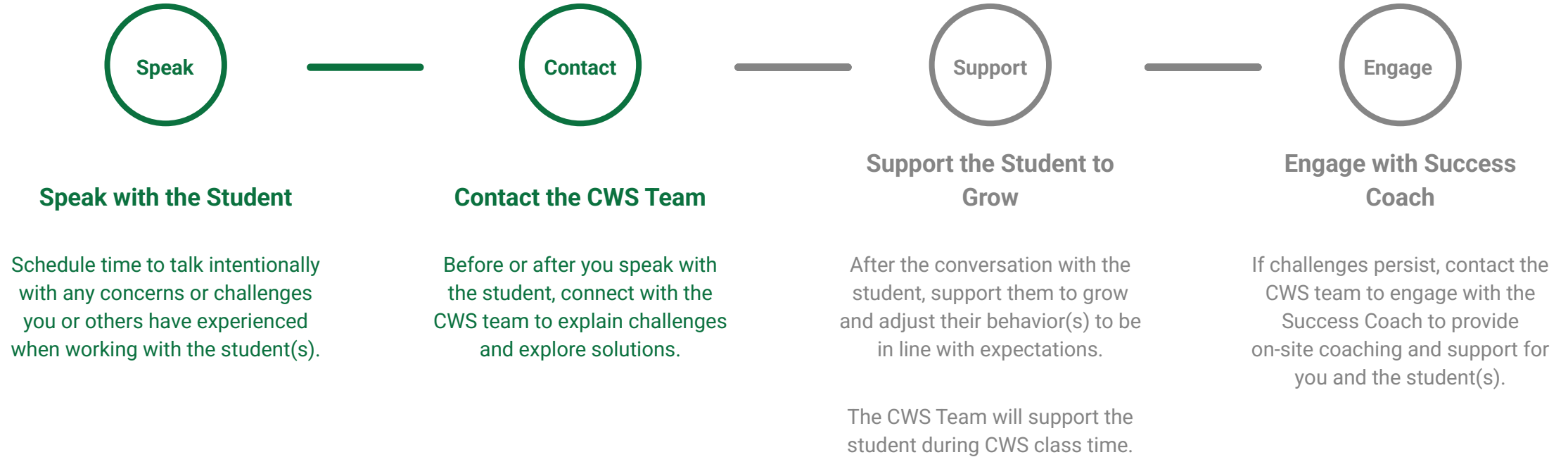
What would you tell a new student about this task?

For ideas: google appreciative inquiry questions/approaches

Tips and Tricks from Seasoned Mentors

- Consider **morning stand up/focus meeting** to connect with students
 - Play Wordle, NYT mini crossword, etc.
- Explore possible **certifications** the student could work towards (OSHA, CPR, etc.)
- Track small projects the student can work on in an Excel file or project “board” they know to check each week
- Create or contribute to company or **department newsletters**
- Support **social media postings** or strategies
- Coordinate office or **department celebrations** or team member appreciation events
- Develop an **informational video** to share internally or with new employees
- **Rotate students to different departments** to experience working with different people and tasks

What to do if there are job performance issues?



Upcoming Events

CORE Week

What is Corporate Office Readiness & Enrichment (CORE) Training?

- A week-long professional development training designed to prepares students for CWS Job Fair
- CORE lessons include: communication styles, interviewing, resume writing, networking, and professionalism

When?

- July 30 – August 7, 2026

Where?

- Providence Cristo Rey High School

CWS Job Fair

What is the Job Fair?

- New students have short interviews with CWS partners
- Students learn about available job placements
- CWS Partners identify students who are the best fit for their organization's culture and workplace needs.

When?

August 7, 2026

Time: 10 - 12 PM

- 10:00 AM – 11:15 AM: Incoming Freshmen & Transfer Students
- 11:15 AM – 12:00 PM: Returning Upperclassmen Requesting New Placements

Where?

Providence Cristo Rey High School Gymnasium

Career Mentor Involvement?

- Meet and interview prospective students
- Share information about your company and workplace culture
- Discuss potential student tasks and responsibilities
- Identify students who are the best fit for your organization

Draft Day

What is Draft Day?

- CWS Partners come to an assembly at PCRHS to announce the name(s) of the student(s) coming to work with them for the 2026-27 school year.

When?

August 28, 2026

Time: 1:30PM - 3:30PM

Where?

- Providence Cristo Rey High School

Career Mentor Involvement?

- Attend and announce the student(s) coming to work with you for the 2026-27 school year
- Bring company swag, snacks, etc. if you would like to celebrate
- Look for an email mid-August with your specific announcement time slot

Wrap Up

Preparing to Welcome a Student Worker

Onboarding

Think of the CWS student as any other new employee. Consider sharing your typical onboarding package- videos, documents or training with your Student.

- ❑ **Devices:** Ensure student has access to computer, printer, etc. necessary to do their work
- ❑ **Apps:** Ensure laptops are equipped with the software and applications your team uses to communicate, project manage, etc. (i.e. Slack, Teams, Microsoft Word)
- ❑ **Access:** Students should have proper access to passwords and permissions for all platforms used in their work and able to move around the building, as necessary.
- ❑ **Listservs:** Encourage students to subscribe to industry-specific email distributions that routinely share information and resources.

Developing a Working Relationship

- Create structures and routines around opportunities for student engagement and feedback, just as you would for any member of your team
- Schedule one on one conversations with students throughout the work day- convenient times may be the start and end of the work day or before or after lunch
- Provide constructive feedback in a timely and frequent manner
- Give students an opportunity to, and coach them, to schedule and lead meetings with you

PCRHS Cell Phone Policy & Guidance



WIRELESS COMMUNICATION DEVICE EXPECTATIONS

2026-27 SCHOOL YEAR (SB 78 COMPLIANCE)

Indiana SB 78 law now requires schools to limit student use of personal wireless communication devices, which include cellphones, smartwatches, tablets, personal laptops for personal use, gaming devices and Meta glasses during the school day. Providence Cristo Rey will follow a secure storage model to support student learning and reduce distractions.



STUDENT EXPECTATIONS

During the school day (arrival to dismissal), all personal communication devices must be:



POWERED OFF



STORED IN LOCKER



NOT ACCESSED at any time, including **lunch**, restroom breaks, and passing periods



DEVICES MAY BE USED before and after school only

Career Mentor Portal

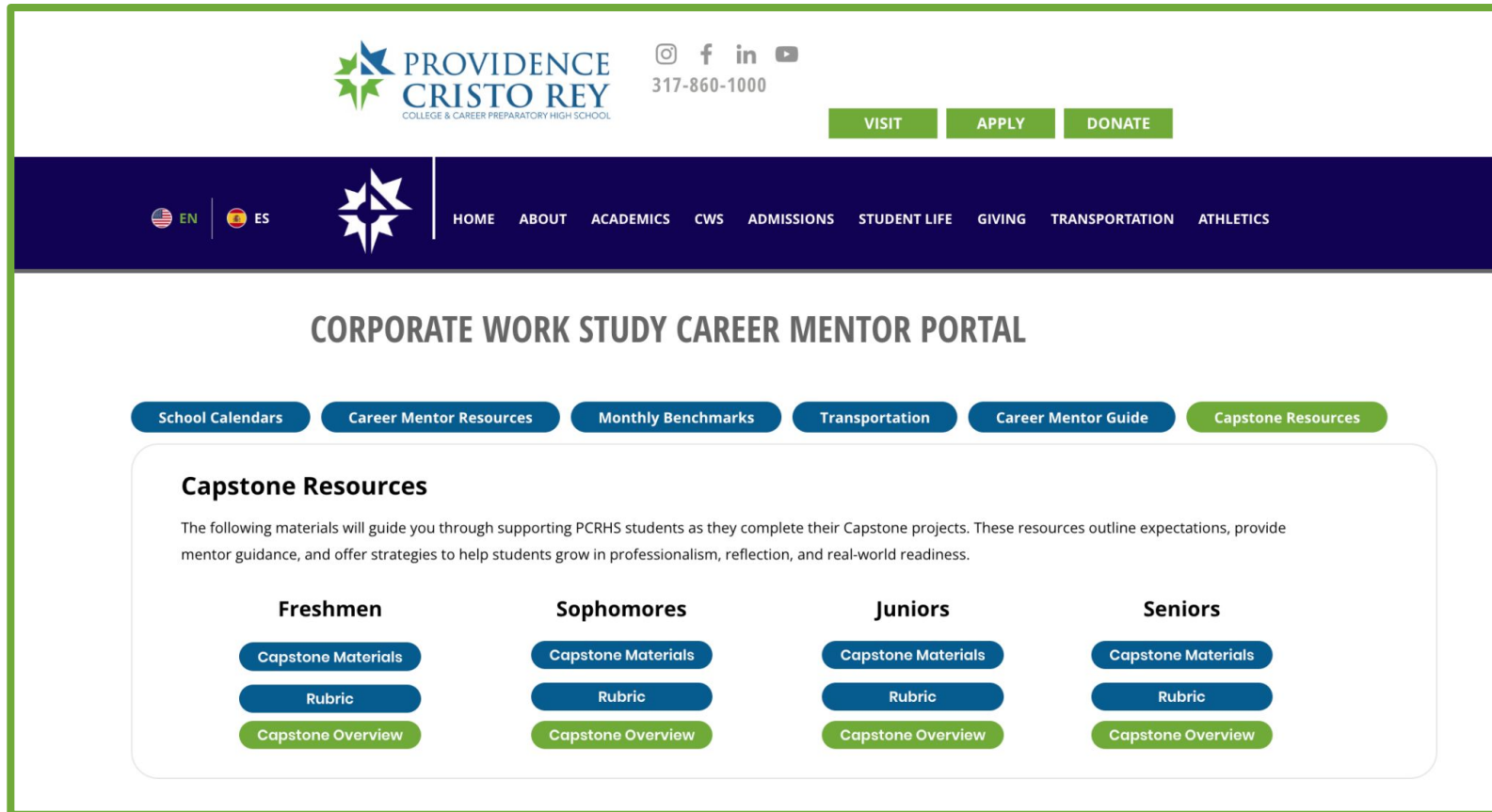
Resources Available

The Career Mentor Portal includes:

- Student coaching resources
- Capstone timelines
- Classroom presentation materials
- Best practices for mentoring students

Everything you need to support students throughout the year will be available in one place.

Where to access resources?



www.cristoreyindy.org/mentorportal

Next Steps for Mentors

Prepare for Job Fair

- Prepare a general idea for what students may work on in their first month/quarter (if you don't have ideas yet, talk with the CWS team!)
- Consider the interests that may work well for your organization – while recognizing many students may not have a clear idea what they want to do
- Share what your office environment is like; will there be moving around, time on computers, etc.
- **Reminder: Job Fair is August 7th from 10 - 12 PM**

Create a Job Description

- Use the CWS Job Description template to share mentor information, job tasks, and desired student interests
- The CWS can assist you with this if needed

Draft Day

- **August 28th from 1:30 - 3:30 PM**

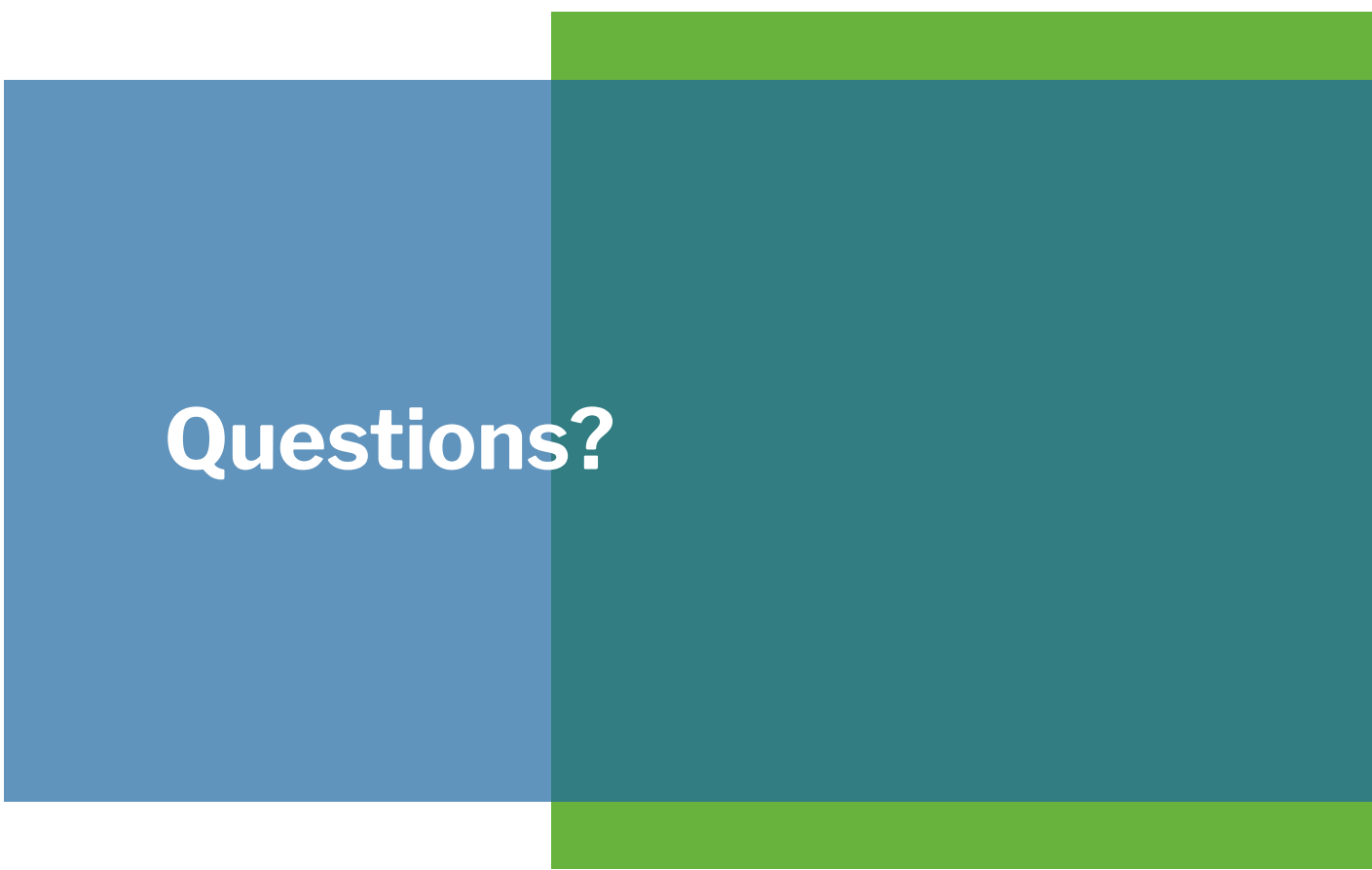
Students First Work Days

Seniors: Monday, September 14th

Juniors: Tuesday, September 15th

Sophomores: Wednesday, September 16th

Freshmen: Thursday, September 17th



Questions?