

Tallahassee Future Leaders Academy (TFLA) Guidebook

Everything you need to know to ensure success while hosting a TFLA student and serving as a supervisor.

WHAT IS TFLA?

Program Overview

This summer, Florida State University is participating in the [Tallahassee Future Leaders Academy \(TFLA\)](#). The TFLA program is sponsored by the City of Tallahassee, which partners with area organizations to provide summer jobs for local youth (ages 15-19). The program provides community youth with work experience, professional development, and mentorship. We encourage you to watch the [employer and youth testimonials](#) to learn more about their experiences.

Teens participating in the TFLA program work while also learning, growing, and gaining skills and certification related to the **7 TFLA Pillars**.

Purpose of Involvement

The purpose of FSU's involvement in this program is to invest in our local community and cultivate future leaders. Check out the learning [outcomes!](#)

Employment Details

- Program runs from June 5 – July 28.
- Eight weeks of employment with an FSU department at a minimum of 20 hours per week at minimum wage.
- Skills development through on-the-job experience and program seminars focused on personal growth, professional development, and financial literacy.
- **Mentorship** from a caring department manager that focuses on improving interpersonal skills and enhancing self-confidence and self-esteem.
- The University funds TFLA student salaries at no cost to the participating department!
- [Sample position types](#)

THE 7 TFLA PILLARS

1. EMPLOYMENT
2. JOB-READINESS SKILLS
3. COLLEGE AND CAREER EXPOSURE
4. FINANCIAL LITERACY
5. COMMUNITY IMPACT
6. LEADERSHIP
7. PERSONAL HEALTH AND WELLNESS

As a TFLA Supervisor, you will oversee student(s) as they seek work experience and professional development training, as well as serve as a mentor as they strive to develop and excel in the different aspects associated with each TFLA pillar. These students are looking for your guidance as well as motivation, emotional support, and role modeling. Your contribution to their success is appreciated.



“THE DELICATE BALANCE OF MENTORING SOMEONE IS NOT CREATING THEM IN YOUR OWN IMAGE BUT GIVING THEM THE OPPORTUNITY TO CREATE THEMSELVES.”

– STEVEN SPIELBERG

BECOMING A SUPERVISOR

Listed below are the necessary steps to complete in order to become a TFLA supervisor.

Get Involved

If your department is interested, please email a brief statement of interest to the contact listed below outlining:

- Your department’s interest in hosting a TFLA student.
- The nature of the job you will provide. Note: you must have availability to host from June 5 to July 28 for a maximum of 20 hours per week.
- Work schedule preferences
- List the job title and description including the student employee’s responsibilities.
- The anticipated learning outcomes related to leadership and professional development from your position.
- Contact information of someone who will serve as the student’s supervisor.

Requirements & Responsibilities

- You will be required to complete a background check.
- This is a mentorship program, and a commitment to hosting a student requires your physical presence during their work hours.
- You are responsible for setting up the student’s schedule with the student. Students will be participating in development activities with the city (funded by the city and do not count towards work hours at FSU). Factor these days into the student’s schedule.
- Students will report hours in OMNI like traditional OPS employees. Supervisors approve their time.
- For 6 hours of work, two 15-minute breaks and at least a 30-minute lunch hour are provided. Please refer to the [OPS Attendance & Leave Policy](#).
- You will help in setting up access to FSUID, email, DUO, and OMNI. TFLA interns are treated like other FSU OPS, reporting their hours and gain computer access.

Employee Account Access

- Activating TFLA Employee FSUID and DUO Two-Factor Authentication: [Instructions](#)
- OMNI [Training Guides](#)
- Onboarding Reference Guide: [Instructions](#)

TIPS ON QUALITY MENTORSHIP

1. COMMUNICATE AND LISTEN
2. OFFER POSITIVE CONSTRUCTIVE CRITICISM
3. PRACTICE EMPATHY
4. LET YOUR MENTEE MAKE DECISIONS
5. WORK ON BEING A POSITIVE ROLE MODEL

As a TFLA Supervisor and mentor, these students will look up to you for your wisdom and experience. It is crucial to provide in-person supervision and mentorship. Please remember to always be kind, respectful, and enthusiastic.



Questions & Statements of Interest:
Contact Shelley Lopez at s.lopez@fsu.edu or (850)644-6602