



## **CANCHAMHK MENTORSHIP PROGRAMME GUIDELINES**

### **1) MISSION**

The CanChamHK Mentorship Programme (the Programme) aims to help young professionals develop their business acumen and enhance their professional network through the experiences of distinguished professionals.

### **2) VISION**

The Programme will better connect the Hong Kong community in hopes of supporting the development of future leaders – in particular the young professionals of CanChamHK. As a members-driven organization, the Programme aims to generate better value for membership, especially for Young Professional members and those entities that support the Programme.

### **3) WHAT IS A MENTORSHIP PROGRAMME?**

A structured Mentorship Programme strives to match experienced and young professionals for the specific purpose of building relationship, trust, experience exchange, support and guidance. This is accomplished by integrating a variety of programme themes such as:

- Goal setting
  - What is my 5-year plan?
  - What should I do to achieve it?
  - Set SMART (Specific, Measurable, Attainable, Relevant, Time Bound) goals
- Career development
  - How can I progress in my professional development and advance in my career?
- Sharing opportunities and networking
  - What is the job market like?
  - What job opportunities exist?
- Sharing project work
  - What sorts of projects are young professionals working on?
  - What are your professional/career aspirations?
- Sharing interests
  - What would you like to know more about?

### **4) FORMAL ROLES WITHIN THE PROGRAMME**

- **Mentors** will provide support and guidance to the Mentees with focus on the mission of the Programme.
- **Mentees** will participate in meetings with focus on the mission of the Programme and commit to developing communication and rapport with mentors throughout the Programme period.



- **CanChamHK's Secretariat** will facilitate the entire Programme function and oversee the overall vision; provide resources to assist the Programme wherever it sees fit; and evaluate the progress and achievements of the Programme. Mentors and Mentees are encouraged to meet or communicate independently.

## 5) FAQ FOR PARTICIPANTS

*Q: How do I know if a mentoring relationship is right for me?*

**A: As a Mentee, you are interested in relationship-based one-on-one learning that enhances your self-development and professional development. Your intent is to utilize an objective resource that provides developmental coaching and guidance.**

*Q: What are the benefits of being a Mentor?*

**A: You will have the opportunity to contribute to the growth and development of young professionals and expand your own knowledge and learning in the process.**

*Q: What should a Mentor do?*

**A: A Mentor is expected to create a safe environment for a Mentee to set mutually acceptable goals for the relationship, and provide open and honest feedback in response to the Mentee's questions and progress towards their goals.**

*Q. What should a Mentee do?*

**A: A Mentee is expected to identify and drive their career objectives. They should come prepared to each session with a set of objectives and their progress toward those objectives.**

*Q: What are the expectations of the Programme's participants?*

**A: Mentors and Mentees commit to a mentoring partnership using mutually agreed-upon guidelines.**

*Q. What if I wish to pursue the relationship with my Mentor/Mentee after the programme?*

**A: The Mentorship Programme is set up to give the Mentor/Mentee the necessary tools in order to cultivate their mentorship relationship. Therefore, it is up to the participants to mutually decide if they wish to continue to nurture this relationship.**

## 6) FORMAT OF THE PROGRAMME

**Format:** A one-on-one programme that pairs young professionals with experienced professionals for a minimum of 6 months.



**Fee Payment:**

- **Mentors:** NO cost to participate
  - **Mentees:** applicants should note that:
    - **For members:** HKD 800 fee is required at the time of application
    - **For non-members:** HKD 2,800 fee is required at the time of application
- \*All fees are non-refundable*

**Selection Criteria for the Mentees and Mentors:**

- At the discretion of CanChamHK by successful application submission
- Have an active CanChamHK membership or be affiliated to a Sponsor of the Programme
- Demonstrates willingness to participate and eagerness to learn

**Matching Criteria:**

- At the discretion of and approved by the CanChamHK based on review of application form
- Industry relevance plays a part in the selection criteria, but not the main focus
- Personality assessment from past knowledge of participation in CanChamHK events

**Programme Time Frame:**

- 6 months with a monthly meeting
- Programme Introduction/Briefing to be used as orientation meeting with all the participants
- All Mentor/Mentee meetings to be scheduled independently by pairs; more frequent meetings can take place based on their own preferences