



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 Mentor & Mentorship Programme?

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 1-year, 3-year, 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, and what job opportunities exist?
- Sharing project work: What sorts of projects are young professionals working on, and what are their professional/career aspirations?
- Sharing interests: What would you like to know more about?

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; evaluate the progress and achievements of the Programme; and give references to Mentors and Mentees who have successfully completed the Programme. Mentors and Mentees are encouraged to meet or communicate through social media, the Chamber can be the liaison if required.

****The information in this document is strictly confidential. The intellectual property rights presented herein belong solely to The Canadian Chamber of Commerce in Hong Kong and shall not be copied and used for any purpose other than for its Mentorship Programme****



4) 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, provide open and honest feedback in response to the Mentee's questions and progress towards their goals, and guide the context of the conversation to ensure the Mentee understands the boundaries of the mentorship. A Mentor is not expected to become a sponsor for the Mentee's career progression, unless and until the relationship has progressed to the point where they are willing and confident in the Mentee's capabilities.

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. During the initial meeting, they should seek to gain consensus with the Mentor on the goals for the relationship, and how those goals will be measured. They should agree on how to schedule the sessions (e.g. outlook invitation or schedule through an administrative assistant) the frequency, duration and location of their sessions, as well as what topics are in- and out-of-bounds.

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

A: Mentors and Mentees commit to a mentoring partnership using mutually agreed-upon guidelines, and will provide feedback (via surveys) to the CanChamHK Mentorship Programme Team.

Q: What if I wish to pursue the relationship with my Mentor/Mentee after the formal six-month programme?

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

****The information in this document is strictly confidential. The intellectual property rights presented herein belong solely to The Canadian Chamber of Commerce in Hong Kong and shall not be copied and used for any purpose other than for its Mentorship Programme****



5) Format – How the Mentorship Programme Works

Format:

One-on-one programme that pairs young professionals with experienced professionals for a minimum of 6 months

Fee Payment:

Mentors:

NO cost to participate (for CanChamHK members only)

Mentees:

Applicants should note that:

- a) **For CanChamHK members, HK\$800** fee is required at the time of application
- b) **For Non-members, HK\$2,800** fee is required at the time of application
- c) Once paid, all fees cannot be refunded

Cost Breakdown:

Item	Events & Activities	Price for Mentees	Included
1	Application	HK\$800 (CanChamHK members) HK\$2,800 (Non-Members)	
2	Mentees Confirmed	-	Item #3 - 10
3	Programme Opening Ceremony	Complimentary	Free Wine/Canapés
4	Skills Workshop 1 [Topic TBD]	Complimentary	
5	One-on-One Meeting # 1-3	-	
6	Skills Workshop 2 [Topic TBD]	Complimentary	
7	Mid-Term Networking & Experience Sharing	Complimentary	Free Wine/Canapés
8	One-on-One Meeting # 4-6	-	
9	Skills Workshop 3 [Topic TBD]	Complimentary	
10	Programme Closing Ceremony	Complimentary	Free Wine/Canapés
	Total:	HK\$800 (CanChamHK members) HK\$2,800 (Non-Members)	

****The information in this document is strictly confidential. The intellectual property rights presented herein belong solely to The Canadian Chamber of Commerce in Hong Kong and shall not be copied and used for any purpose other than for its Mentorship Programme****



Selection Criteria for the Mentees and Mentors:

- At the discretion of CanChamHK by successful submission of application form
- Be a member of CanChamHK or be affiliated to a Sponsor of the Programme
- Demonstrates willingness to participate and willing to become more active in CanChamHK events

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:

- Application period starts **from August 5, 2019 until September 27, 2019**. Accepted participants will be notified by email no later than **October 31, 2019**
- 6 months with a monthly meeting
- Programme Introduction/Briefing to be used as orientation meeting with all the participants
- A mid-programme debrief session / learning assessment
- All Mentor / Mentee meetings to be scheduled independently by pairs; more frequent meetings can take place based on their own preferences

Events at a Glance:

Tentative Dates	Events
Mid November, 2019	Programme Opening Ceremony Programme Introduction – Networking Event Welcoming of all participants Mentors and Mentees meet and greet
Late November, 2019	Skills Workshop 1 [Topic TBD]
Meeting #1 – November, 2019 Meeting #2 – December, 2019 Meeting #3 – January, 2020	• Focus Topic #1 • Focus Topic #2 • Focus Topic #3
January, 2020	Skills Workshop 2 [Topic TBD]
February, 2020	Mid-Term Networking & Experience Sharing
Meeting #4 – February, 2020 Meeting #5 – March, 2020 Meeting #6 – April, 2020	• Focus Topic #4 • Focus Topic #5 • Focus Topic #6
April, 2020	Skills Workshop 3 [Topic TBD]
End of May, 2020	Programme Closing Ceremony Conclusion of Programme

Important things to Note:

- All meetings are **mandatory** (If you can't attend, please inform your Mentor/Mentee in advance)
- All meetings shall be held in a professional manner and in a business setting
- One-on-one exchanges within Programme meetings are strictly confidential

****The information in this document is strictly confidential. The intellectual property rights presented herein belong solely to The Canadian Chamber of Commerce in Hong Kong and shall not be copied and used for any purpose other than for its Mentorship Programme****