

The Canadian Chamber of Commerce in Hong Kong

Young Professional Committee Mentorship Program Guidelines

1) Mission

To help young professionals develop their business acumen and enhance their professional network through the experiences of distinguished professionals.

2) Vision

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

3) What is a Mentor & Mentorship Program?

What is a mentorship program?

A structured mentorship program 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 program 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 Program

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

YPC Chairs will facilitate the entire program function and be the liaison between mentors, Mentees and/or CanChamHK’s Secretariat.

CanChamHK will oversee the overall vision and provide resources to assist the Program wherever it sees fit.

CanChamHK will evaluate the progress and achievements of the Program and give reference to mentors and Mentees who have successfully completed the Program.

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4) FAQ for Participants

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

A: 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 program's participants?

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

Q: What if I wish to pursue the relationship with my mentor/mentee after the formal six-month program?

A: The mentorship program 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.

5) Format – How the Mentorship Program Works

Format:

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

Fee Payment:

Applicants should note that:

- \$200 HKD application fee is required at the time of application
- Once the applicant has successfully enrolled into the program, the accepted mentee is liable to pay \$300HKD
- Once paid, all fee cannot be refunded

Cost Breakdown:

Item	Events & Activities	Price (in HK\$)	Included
1	Application	\$200	Item #2 (Workshop 1: LinkedIn Workshop)
2	Workshop 1: "LinkedIn Workshop"	Free	Presentation from LinkedIn
3	Accepted Mentees	\$300	Item #4 - 9
4	Program Opening Ceremony	Free	Free Wine/Canapés
5	One-on-One Meeting 1-3	-	
6	Workshop 2 [Topic TBD]	Free	
7	One-on-One Meeting 4-6	-	
8	Workshop 3 [Topic TBD]	Free	
9	Program Closing Ceremony	Free	Free Wine/Canapés
		Total: \$500	

Selection Criteria for the Mentees and Mentors:

- At the discretion of the YPC chairs and CanChamHK by successful submission of application form
- Be a member of the Canadian Chamber of Commerce in Hong Kong or be affiliated to a Sponsor of the Program
- Demonstrates willingness to participate and willing to become more active in CanChamHK events

Matching Criteria

- At the discretion of the YPC chairs and approved by the CanCham 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

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5) Format – How the Mentorship Program Works

Program Time Frame

- Application period starts **from August 6, 2018 until September 28, 2018**. Accepted participants will be notified by email no later than **October 31, 2018**
- 6 months with a monthly meeting
- Program Introduction/Briefing to be used as orientation meeting with all the participants
- A mid-program 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 October, 2018	Skills Workshop 1 – How to use LinkedIn to build your personal brand (mandatory attendance for mentee)
Mid November, 2018	Program Launch Mixer Program Introduction – Networking Event Welcoming of all participants Mentors and Mentees meet and greet
Meeting #1 – November, 2018 Meeting #2 – December, 2018 Meeting #3 – January, 2019	<ul style="list-style-type: none"> • Focus Topic #1 • Focus Topic #2 • Focus Topic #3
Mid January, 2019	Skills Workshop 2 [Topic TBD]
Meeting #4 – February, 2019 Meeting #5 – March, 2019 Meeting #6 – April, 2019	<ul style="list-style-type: none"> • Focus Topic #4 • Focus Topic #5 • Focus Topic #6
April, 2019	Skills Workshop 3 [Topic TBD]
End of May, 2019	Program Closing Ceremony Conclusion of Program

Important things to Note

- All meetings are **mandatory** (If you can't attend, please let us know in advance)
- All meetings shall be held in a professional manner and in a business setting
- One-on-one exchanges within Program meetings are strictly confidential

6) Factors of Success

- Positive feedback through evaluation form by both Mentor and Mentee
- 100% commitment to the program by making use of the opportunities for meet ups and focus topics.
- Implementation of Mentorship Program into CanCham membership profile benefits
- The willingness of the program participants to keep growing the relationship with the assigned mentor

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